Bursar
Candidate Information Pack
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Thank you for your interest in joining Fitzwilliam College.

As a recent newcomer I know Fitzwilliam is a special and welcoming place. The College combines a drive for academic excellence and inquiry, with a commitment to widening access to a Cambridge education. We both believe and can demonstrate through our results that widening participation and academic success go hand in hand. We have one of the highest proportion of state school pupils in Cambridge and they do well. We have a great team of staff and an active Fellowship.

The Bursar is at the heart of what we do. Andrew Powell has been successful at strengthening our finances; overhauling our risk, compliance and governance; spearheading our move to ESG principles on investment and leading on the renovation of our estate. He has also been an active and very popular member of the Fellowship and wider College community of staff and students. He will be missed across the College.

Now, we want to recruit a Bursar who can help Fitzwilliam continue to progress in more uncertain times for higher education, and indeed for the country. We need, of course, specific skills. But above all we want someone who will relish being part of our College community and Governing Body.

Baroness (Sally) Morgan of Huyton
About Fitzwilliam College

Fitzwilliam College is an open, friendly and diverse academic community of around 900 people, including undergraduates, graduates, Fellows and staff, set in beautiful grounds close to the University sites in West Cambridge and within easy reach of the University Library and faculty sites. The buildings and facilities developed over the last 60 years feature a number of outstanding examples of contemporary architecture. Dedicated to the pursuit of education, learning and research, the main activities of the College include the recruitment of undergraduate and postgraduate students from all over the world, provision of small group teaching for undergraduate students, and all of the diverse activities involved in the provision of a supportive and enriching learning environment for its members. The College maintains close relationships with a community of over 10,000 alumni, who give vital support financially and in other ways. Supporting its educational activities, Fitzwilliam runs a thriving conference and catering business with an annual turnover of approximately £1.8m, hosting more than 150 conferences a year, many of which are residential; academic related functions are a regular feature of College life during term.
Fitzwilliam’s core beliefs have not changed since it was founded in 1869 as a non-collegiate institution, to provide a Cambridge University education to undergraduates who weren’t able to afford membership of a College. Fitzwilliam remains committed to diversity and holds a firm belief that everyone at the College, whatever their resources, can play leading roles in society with successful, fulfilling lives and careers.

In common with all of the 31 colleges of the University of Cambridge, Fitzwilliam College is an independent, self-governing institution, regulated by the Charity Commission. The Master and Fellows, 55 in number, constitute the Governing Body, and most are, or have been, directly engaged in teaching and research.
The Bursar

The College is seeking to appoint a Bursar from 1 October 2020 to succeed Mr Andrew Powell, who is retiring after 11 years in the post. The Bursar holds a College Fellowship and is responsible to the Governing Body (comprising the Master and all the Fellows). The formal duties are laid out in the College statutes.

The Bursar is at the very heart of the College and plays a pivotal role in the senior leadership and collaboration across the large and diverse College community. Balancing strategic vision and operational priorities, the role has general responsibility for all matters affecting College finances and investments, management of the College estate, properties, staff, administration and development of income streams including conference and catering business. The post is currently supported by the College’s team of committed professional staff: the Domestic Bursar (and his direct reports), Head of Finance, IT Director, HR Officer and Communications Officer (organogram on page 12).

The Bursar works closely with the Master and the Senior Tutor meeting on a weekly basis, as well as the Director of Development and Alumni Relations, the Steward and other Senior College Officers. In addition, the Bursar helps to ensure that the student body plays an active role in the running of the College and as such is a major force in bringing the Fellowship, non-academic staff and the student body together as a community.
The College’s endowment is currently £61.1 million, invested in property, stocks and shares. Further details of the College’s financial position are available on our website. An Investment Advisory Committee advises on the policy for investment of College assets and oversees the implementation of that policy and it has recently revised the investment policy for the College. Going forward, the Bursar will have the opportunity to shape our approach to the financial challenges, leading the Governing Body in debating and agreeing the future financial strategy.

The successful candidate will be joining the College at an important point in the development of the College estate, seven years into a 20-year refurbishment programme for the 1960s buildings on the College site. Setting the strategic vision for the way forward with our wider property portfolio will also be an important part of the role.

The chief responsibilities of the Bursar are as follows:

- Development of and effective implementation and monitoring of the College’s strategic and financial policies, including preparation of budgets and annual accounts;

- Management of College financial and property investments either directly or through suitably appointed investment managers; acting as Secretary of and reporting to the Investment Advisory committee;

- Strategic leadership and oversight of capital projects, property maintenance and improvements, and the College policy on the sale or purchase of property and any related planning matters, including liaison with the Planning Authority where appropriate;

- Definition and maintenance of Human Resources policies, management of all College staff and their remuneration;
• Dealing on behalf of the College with contractual matters relating to College Officers and other Fellows holding College contracts;

• Interpretation and implementation of Charity Commission Regulations, and Government and University legislation as it affects the College and advice to the Governing Body on these matters;

• Overseeing the work of the Domestic Bursar;

• In addition, the Bursar is the Safeguarding Officer, the Freedom of Information Officer, and the Data Protection lead for the College. The Bursar is also responsible for the maintenance and development of the College’s Risk Register and is an Employer Nominated Trustee of the Fitzwilliam College Assistant Staff Superannuation Scheme.

The Bursar sits *ex officio* on many of the standing committees of the Governing Body including College Committee; acts as Secretary to the Estates Committee and Investment Advisory Committee and Co-Chair of the Joint IT Strategy Committee. The Bursar is also expected to represent the College within the University (e.g. the Bursars’ Committee and other inter-college and University committees).

Unsurprisingly for such a wide-ranging role, there are many other areas in which the Bursar is involved and a flexible approach is therefore essential.

### The Person

We are looking for candidates with:

• Exceptional leadership, interpersonal and communication skills;

• Empathy with Fitzwilliam College’s mission and values;
• The highest professional standards and integrity;
• Ability to integrate into an academic community;
• Excellent financial acumen, combining strategic thinking with the ability to translate and interpret financial data for the wider College community;
• Flexible pragmatic problem solving;
• The ability to balance strategy with delivery.

Experience

To succeed, it will be essential to have:

• Senior leadership experience;
• Experience of leading effective multi-disciplinary teams and developing a strong culture of collaboration and teamwork across wide ranging functions;
• Experience of building a strong and responsive service culture, working effectively with multiple stakeholders;
• A proven record of innovation, and experience of successfully initiating, planning and driving change and performance improvement;
• Extensive experience of providing broader strategic leadership, and contributing to and articulating a clear vision;
• Knowledge of all relevant legal and regulatory regimes;
• Proven experience of managing through committees.
Terms of Appointment

The appointment will commence on 1 October 2020 and is a full-time position.

The salary will be in the region of £82,000. The post is eligible for membership of the contributory Universities Superannuation Scheme. There is also an entertainment and dining allowance. The post is associated with a Fellowship, election to which is subject to the Statutes and Ordinances of the College. The jobholder is expected to play a full and active role in the life of the College and events and some meetings often take place in the evenings and weekends.

Initially the Bursar will be appointed for a two-year probationary period, after which time, subject to satisfactory performance, this will be converted into permanent employment with the College. The Bursar will be expected to live in or near Cambridge.

Any offer of employment will be subject to evidence of the right to live and work in the UK, the receipt of satisfactory written references and a medical declaration.

Qualifying relocation costs under HMRC rules will be reimbursed in appropriate cases.
The Recruitment Process

The closing date for applications is Friday 31 January 2020.

Applications must include a full curriculum vitae and covering statement explaining interest in and suitability for the post. Names and contact details of at least two professional referees should also be supplied although we will notify you before making contact.

Candidates should submit applications to Ms Alice Bevington, Master’s Assistant, Fitzwilliam College, Cambridge CB3 0DG, email: masters.assistant@fitz.cam.ac.uk

Informal enquiries about the post are welcome. Please contact the Bursar’s Assistant, Mrs Natalie Harvey, to arrange a convenient time to speak with the current Bursar, Mr Andrew Powell, on 01223 332067 or email: bursars.assistant@fitz.cam.ac.uk

For shortlisted candidates, the interview process will involve:

Week commencing 2 March 2020: An informal day at the College, including a tour of the College and the opportunity to meet key staff and student members; followed by a formal panel interview on Friday 27 March.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, students and staff.

In applying for this vacancy, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: www.fitz.cam.ac.uk/about/official-information/data-protection