

# **CARES Deputy Chief of Staff**

Cambridge Centre for Advanced Research and  
Education in Singapore Limited  
(CARES)

Secondment Opportunity

Closing Date 31<sup>st</sup> October 2021



# CARES Deputy Chief of Staff

**Salary:**

SGD equivalent of  
£37,467–£50,296 plus  
Singapore cost of living  
allowance and relocation  
expenses

**Contract:**

Internal University of  
Cambridge secondment  
until 31<sup>st</sup> October 2023,  
possible extension subject  
to funding

**Location:**

Singapore

**Institution:**

Cambridge CARES

**Responsible to:**

CARES Chief of Staff

**Working pattern:**

Full-time

**Purpose of the role**

To support the CARES Director and CARES Chief of Staff in Singapore by assuming operational responsibility for a number of the key day-to-day activities of the centre, including research grant pre- and post-award activities, people management, financial management and establishing and maintaining partnerships with funders and collaborating institutions.

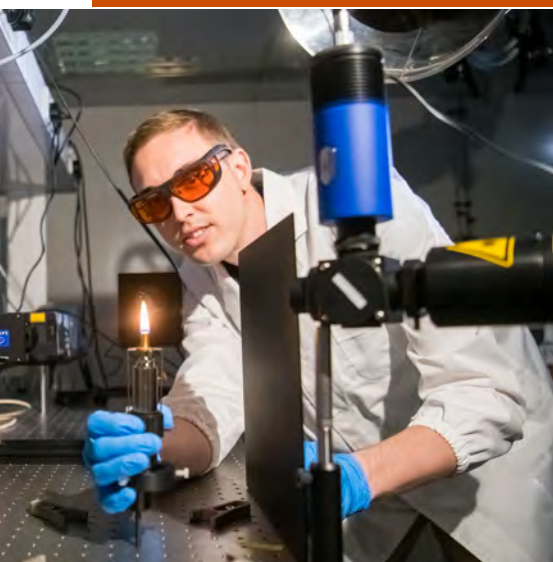
The post-holder will contribute to strategic planning for the Centre and the development of new research directions and priorities, in collaboration with CARES' management team. The post-holder will manage or provide point-of-contact guidance to several of CARES' project management and administrative staff, as part of the team overseen by the Chief of Staff.

**Key responsibilities**

The role is based in Singapore and will provide support to the CARES Director and Chief of Staff in managing the operations, strategic development and research delivery of the Centre at an important time in its growth.

Key responsibilities include:

- Line management of 6-8 operational and facilities staff in Singapore (one based remotely in UK)
- Take on operational responsibility for several functional areas, which will likely include: statutory, grant and corporate compliance, new grant ramp-up project management, major grant closure project management, infrastructure strategic planning, outreach and grants pipeline development
- Contribute to strategic planning and financial projections, including advising on and proactively planning options for full utilisation of major grants and contingency planning
- Lead operational development projects, including (for example) systems specification and implementation, policy development, training programmes, facilities and infrastructure development for new programmes





# CARES Deputy Chief of Staff

## Key responsibilities...continued

- Support Chief of Staff and CARES Director in providing high-quality information for decision making to the CARES Governing Board and other decision making bodies
- Assume responsibility for the management of the relationship with one or more key stakeholders
- Represent CARES in dialogue with external parties, including government and public sector entities (UK and Singapore), industry and other private sector partners, and take an active role in relevant networks to facilitate
- Manage research grant pre-award activities and planning for some major grant bids
- Deputise for the CARES Chief of Staff on the ground in Singapore during periods of travel or leave

This position would be well suited to University of Cambridge administrators seeking a new challenge with the rare opportunity to work in an international environment abroad to further the University's international research ambitions.



# Person specification

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Experience</b>   |           |           |
| Experience of staff management  | ✓         |           |
| Experience in role(s) with significant managerial and strategic elements, preferably in a research or academic context  | ✓         |           |
| Experience in developing, maintaining, and/or adapting key operational processes  | ✓         |           |
| Experience of financial planning and operations management in a research environment, preferably university-based   | ✓         |           |
| Some knowledge of the Singapore research environment and/or Singapore statutory requirements for not-for-profit companies   |           | ✓         |
| Experience of University of Cambridge systems, processes and governance and good general knowledge of the UK research university sector   | ✓         |           |
| Experience of international or intercultural management and/or working, particularly with South East Asia/UK  |           | ✓         |
| <b>Skills</b>   |           |           |
| Sufficient generalist knowledge and curiosity to understand, and communicate about, CARES' research areas   | ✓         | ✓         |
| Excellent organisational and prioritisation skills, and the ability to accomplish varied tasks effectively  | ✓         |           |
| Strong abilities in strategic thinking and planning; the ability to guide and harmonise several programmes of work, and oversee and coordinate multiple teams and management arrangements | ✓         |           |
| Excellent communication skills, capable of being deployed in high-profile, culturally varied situations. Fluency in English.  | ✓         |           |
| The ability to support staff in individual and team growth, and in doing so promoting a productive and supportive culture   | ✓         |           |

# Person specification

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Skills</b>  |           |           |
| Ability to work and think strategically and collaboratively across functions and institutions  | ✓         |           |
| Strong problem-solving skills, with ability to think outside established solutions where these are not appropriate to the context  | ✓         |           |
| Numerate, with confidence in manipulation and analysis of financial and other numerical data   | ✓         |           |
| Fluency in another of Singapore's official languages not necessary, but certainly an advantage   |           | ✓         |
| Proven ability to lead and inspire a team and work with vision and foresight   |           | ✓         |
| <b>Qualifications</b>  |           |           |
| Educated to degree level with a strong educational background, including some scientific training to at least undergraduate degree level highly desirable  |           | ✓         |
| Some training in understanding and using management accounts   |           | ✓         |
| <b>Additional requirements</b>   |           |           |
| The post holder is expected to be seconded by University of Cambridge to CARES in Singapore. The main base for the post will be Singapore, with occasional travel to Cambridge for discussions. The post will therefore be subject to prevailing Singapore right-to-work legislation; support will be given to obtain a Singapore work visa if needed. | ✓         |           |

# Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement.

Full definitions are available on the following University of Cambridge webpage at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>.

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

| Attribute                   | Level |
|-----------------------------|-------|
| Valuing Diversity           | A     |
| Achieving Results           | B     |
| Communication               | B     |
| Innovation and Change       | B     |
| Negotiating and Influencing | B     |
| People Development          | B     |
| Relationship Building       | B     |
| Strategic Focus             | B     |



# The CARES Corporate Team



## About the CARES Corporate Support Team

It is the responsibility of the Corporate Support Team to administer and manage the financial and operational resources of CARES. The Corporate team promotes good practice in Human Resources, Accounting, Reporting, Planning, Procurement, Communications, and Office and Lab Management. It is also responsible for maintaining the integrity of the accounting records, facilitating financial transactions, establishing best practice and for producing both the statutory accounts and management information to assist in decision making at all levels of the institution.

Our staff promote the effective use of CARES' financial and physical resources by providing professional services across the Centre in line with locally adapted University of Cambridge policies and procedures. We supply financial information to Principal Investigators, the CARES Governing Board (chaired by the University of Cambridge's Vice-Chancellor) and senior members of various parts of the University of Cambridge to enable them to make informed decisions.

We also ensure CARES' financial and regulatory compliance with the Singapore Accounting and Corporate Regulation Authority (ACRA), the Singapore National Research Foundation (NRF), IRAS and other funding and regulatory bodies, in addition to preparing the CARES' annual statutory financial statements.

## Key information

The Corporate team has nine members of staff based in the CREATE Tower at NUS University Town and one in Cambridge.

Working in the CARES Corporate team is a unique opportunity for experienced University of Cambridge administrators to support a University of Cambridge collaborative research programme abroad.

# Terms of secondment

## Tenure and probation

Appointment will be made on a fixed-term basis until 31 October 2023 in line with the funding grant end date, with the possibility of an extension subject to securing new grant funding for the continued operation of the centre. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

## Hours of Work and Working Pattern

The hours of work for the position are full-time / 37 hours per week, working Monday – Friday.

## Pension

The University of Cambridge secondment policy will apply.

## Annual leave

Full time employees are eligible for the annual paid leave allowance for University of Cambridge academic-related staff inclusive of Singapore rather than UK public holidays

For further information please visit:

[www.hr.admin.cam.ac.uk/policies-procedures/secondment-policy/statement-policy](http://www.hr.admin.cam.ac.uk/policies-procedures/secondment-policy/statement-policy)

## General information

### Pre-employment checks

### Right to work in Singapore

As this position is based in Singapore, you would be required to meet necessary conditions set by the Singapore immigration authority to issue the appropriate work permit and entry clearance to take up the position. Please note that any offer of employment we make to you will be conditional upon you gaining a Singapore work permit and entry clearance.

### Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

## Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

## References

Offers of appointment will be subject to the receipt of satisfactory references.

## Screening Checks

This role requires screening for eligibility for a Singapore work permit. The nature of this role means that the successful candidate will also need to undergo a health assessment as part of the Singapore work permit application. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by CARES and the University.





# The Cambridge Centre for Advanced Research and Education in Singapore Ltd (CARES)

**The Cambridge Centre for Advanced Research and Education (CARES) was established in 2013 as the University of Cambridge's first research centre outside the UK. It brings together researchers from the University of Cambridge, Nanyang Technological University and National University of Singapore to work on problems relevant to Singapore and the world at large. Cambridge CARES is funded by the Singapore government through its Campus for Research Excellence and Technological Enterprise (CREATE).**

CARES is a busy research centre responsible for the support of the operational delivery of over 150 researchers and with current managed funds of S\$60m (£32.5m). Research income from the Singapore National Research Foundation's CREATE programme, government-industry partnerships and industry continues to grow.

The pursuit of strong international research collaborations in Singapore demonstrates its

alignment to the University of Cambridge mission to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence. CARES maintains strong links with the Cambridge Colleges and the University as a whole, creating further opportunities for students and researchers in South East Asia and Cambridge to engage in multi-disciplinary international collaborations.

The University of Cambridge had set out to seek out excellence and set up enduring and mutually beneficial collaborations to establish strategic partnerships across the globe, of which CARES is both an example and has become an inextricable part of the University's make-up.

Cambridge researchers are working alongside collaborators in Singapore universities and other research institutions on problems such as research in carbon reduction and the science of learning to underpin preparations for a better future, which is both relevant to Singapore and the world at large.



# Working at CARES

**Working at CARES you will join a diverse, talented and innovative community, with more than 140 staff and students from all walks of life and corners of the world. Being collocated with other CREATE entities in the CREATE Tower, staff and students have the opportunity to meet members of other top global research universities without setting a foot outside the building.**

CARES continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to supporting and encouraging staff development at all levels.

We also offer extensive benefits and excellent learning opportunities within a vibrant, stimulating and friendly working environment. that encourages innovation and creativity. We are looking for individuals who value creativity, diversity, inclusion and collaboration.

There are numerous opportunities to join local and regional networks for development and knowledge exchange as well as pursuing extra-curricular interests.

CARES' location in the CREATE Tower also places it on the National University of Singapore (NUS) campus with easy access to its amenities and transport links.





# Living in Singapore

**Singapore is a vibrant city microcosm and a melting pot of cultures. In addition to the famous cityscape of skyscrapers, over half of the land is covered in green, including four nature reserves, various untouched rainforests, white-sand beaches and traditional villages. Our employees are surrounded by the wonderful features of this unique city-state.**

Whether you're a nature lover, culture buff, thrill-seeker or cocktail enthusiast, Singapore has a wide selection of leisure offerings within easy reach. Shopping ranges from indulging in luxury brands at international flagship stores to participating in crafting workshops by independent brands. Food enthusiasts can enjoy anything from Michelin-star meals to popular street foods at hawker centres.

Singapore ranks top as most globalised nation (A.T. Kearney/Foreign Policy Magazine Globalisation Index 2006). Singapore offers a globally top-ranked working populace, recognised for its high level of productivity, technical proficiency and positive work attitude, because of the continued investment in expertise training to ensure depth of knowledge and currency of skill.

The city-state is safe and orderly. It is also recognised as one of the cleanest and greenest cities in the world. It has an efficient and affordable public transport system and its healthcare services are world-class.

Singapore has been ranked one of the highest for quality of living in the world, based on the Quality of Living Worldwide City Ranking in the Mercer Survey 2014. For more information and advice on working and living in Singapore, please visit the following websites:

Contact Singapore [www.contactsingapore.sg](http://www.contactsingapore.sg)

Singapore Expats [www.singaporeexpats.com](http://www.singaporeexpats.com)

Singapore Taxation: Inland Revenue Authority of Singapore @ [www.iras.gov.sg](http://www.iras.gov.sg)

Ministry of Manpower @ [www.mom.gov.sg](http://www.mom.gov.sg)

Singapore Immigration and Checkpoints Authority @ [www.ica.gov.sg](http://www.ica.gov.sg)

## Relocation Support

CARES recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally to take up a post at CARES. We do our best to ensure that comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please feel free to ask. Reimbursement of relocation expenses to provide financial assistance to qualifying new members of staff with the costs of relocating to Singapore is available.





# How to apply

Applications should be submitted online to CARES by uploading your CV and cover letter (summarising the most relevant skills and experience that you have for the position) via the link provided here:

<https://talent.sage.hr/jobs/c927e6b6-c5b0-447d-a3d9-fb063417d0de>

Conversations about flexible working are encouraged at CARES. Please feel free to discuss flexibility prior to applying (using the contact information below) or at the interview if your application is successful.

Informal enquiries, including about life in Singapore, are welcomed and should be directed to:

**Élana McNaught** (based in Cambridge)

**Email:** [elana.mcnaught@admin.cam.ac.uk](mailto:elana.mcnaught@admin.cam.ac.uk)

If you have any queries regarding the application process please feel free to contact Élana in Cambridge as well.

The closing date for applications is: 31<sup>st</sup> October 2021

The interview date for the role is: 5<sup>th</sup> November 2021



CAMBRIDGE  
CARES

