

**JOB TITLE: HEAD OF ENERGY POLICY FORUM AND BUSINESS DEVELOPMENT  
MANAGER (FIXED TERM, PART TIME)**

**REPORTS TO: PROFESSOR OF TECHNOLOGY POLICY**

#### Background

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The Energy Policy Research Group (EPRG) is based at Cambridge Judge Business School, University of Cambridge.

The Energy Policy Forum (EPF) was established to facilitate knowledge exchange between corporate and institutional members and the research group. Currently the EPF includes major government departments, electricity and gas regulators, and leading firms working in the energy sector.

Our research team has broad expertise in economics, technology policy and political science. Our core research discipline is economics, within a framework that encourages collaboration between experts from different academic traditions, drawing on insights from engineering, political science and law.

Through our publications and via EPF, the group offers rigorous independent research output that informs public and private sector decision making in the electricity and energy industry. We expect the post-holder to support our world-leading research in energy policy by bringing professional experience that can complement existing work at EPRG on the economics of electricity and natural gas markets, climate change and environmental policy, smart grids and smart meters, energy regulation, public acceptability of low-carbon technologies, siting, fuel poverty and energy security.

The Energy Policy Forum is supported by stakeholder membership (business and policy associates), leveraging our research funding, extending our international sphere of influence and enhancing our ability to respond to important research questions as they arise.

Our members improve their strategic thinking and gain competitive advantage through:

- leveraging world-class independent applied research;
- engaging in and influencing the energy policy debate;
- understanding regulatory and political risk;
- anticipating policy change in the UK and EU.

EPF members benefit from direct engagement with our research team at our bi-annual research seminars, energy policy dinners, conference calls and webinars, and company visits.

## **Main responsibilities**

### Delivering the contractual commitments to EPF members

- This is the key responsibility of the Head of the EPF. This part of the role primarily involves planning and organisation. It requires the Head to act as an interface between the research group and the EPF members. The Head must identify the intersections between recent, ongoing or future EPRG research, key energy policy themes and the strategic outlook of energy companies and other institutions. Playing this role effectively requires continuous contact with EPRG (and other) researchers (including PhD students), extensive exposure to the industry (especially through conferences) and to energy policy circles in London, Brussels and beyond.

### Organisation of EPRG events

- In close co-operation with the EPRG Administrator and under the supervision of the Management Committee, the Head of EPF leads in the organisation of the flagship EPRG annual events:
  - spring seminar (one-day event in mid-May with dinner on the previous evening);
  - winter seminar (similar event in early December ).

This part of the role involves intensive collaboration with external partners notably any sponsors of the spring and winter seminars as well as speakers and attendees.

### Planning and organisation of company visits

- Helped by the administrator as appropriate, the Head plans for and organises the bespoke annual meetings between EPRG and each of the corporate members. These meetings are usually held at the company's headquarters and involves iterating with the EPF members on EPRG colleagues on arranging the best possible.
- Twice a year, EPRG invites its corporate members to an energy policy dinner in Cambridge. The EPF head is in charge of planning and organising these dinners including identifying and arranging speakers.

### Conference calls and webinars

- The Head plans and organises conference calls and webinars with corporate members (and other invitees as appropriate) to present and discuss recent EPRG research, especially work that would not otherwise be presented in the main EPRG events, or to discuss key policy or energy market developments.

### Developing the membership of the EPF

- The Head establishes and pursues contacts with energy companies, government and regulatory agencies with a view to keeping existing members and expanding the membership of the EPF.

### Maintaining and developing relationships with EPF member organisations

- A key aspect of the role is to be the contact point at EPRG for EPF member organisations. The Head must promptly respond to any contact made by a representative of an EPF member. More generally, the Head is expected to maintain and develop the general relationship with members (corporate and institutional), creating bonds of trust and respect that go beyond the fulfilment of contractual obligations and explore other opportunities for collaboration.

### Identify and support opportunities for additional funding

- Explore other funding opportunities to support the Energy Policy Forum including grant applications for research activities such as UK Research and Innovation or the European Commission and/or donations from charitable foundations.

### Prepare meetings and report to EPRG Management and Advisory Board

- The Management Committee (MC) of EPRG meets roughly 6 times a year. The Head of EPF has to report to the Management Committee on all of their duties as well as the EPF finances. The MC is also an important venue for the EPF Head to gauge and influence the future direction of EPRG research. To that respect, ahead of each meeting of the MC, the EPF Head:
  - prepares short briefings on outstanding issues (debriefing on recent events; planning and organisation of future events; relationship with members; new contacts with potential members; issues where the Director needs input from the MC; etc);
  - prepares a short report on the financial situation of EPF, highlighting important issues.
- The Head co-ordinates the drafting of the Management Committee meeting's agenda, in collaboration with the administrator.
- The Advisory Board (AB) composed of corporate and institutional members meets twice a year just before bi-annual seminars. The Head of EPF, in agreement with the Director of EPRG and the Management Committee, makes a brief report on EPF activities, membership and (as appropriate) other important issues to the AB.
- The Head co-ordinates the drafting of the AB meetings' agenda and leads in drafting the accompanying documents, in collaboration with the Director of EPRG and the Administrator.

### Communications and website

- The EPF Head has responsibility for EPRG external communications, including the website, which has recently been relaunched and is currently managed centrally by CJBS. The website should serve EPRG needs and, as appropriate, the Head will make suggestions regarding the website or other communications issues to the Management Committee. Day-to-day management of the EPRG website is done by the Administrator.

### Managing the EPRG Administrator

- The EPF Head is the line manager for the EPRG Administrator, who spends a significant fraction of their time on EPF-related issues. As line manager the Head has to understand precisely the administrator's role within EPRG and promptly address any issue that might arise in the

administrator's work. The Administrator is a key collaborator of the EPF Head and their good working relationship is very important. They work together towards serving EPF members, keeping a high degree of professionalism and ensuring a smooth and efficient running of EPRG.

## The person

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The ideal candidate should have the following qualities, skills, and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- A Masters' Degree or above in a relevant discipline (economics, public policy, engineering, etc).
- Track record of working with academic researchers and independent research institutions.
- Experience engaging with industry and policy-makers in the energy sector.
- Strong quantitative financial awareness and the aptitude to learn to manage costs and develop budgets.
- Ability to work collaboratively and flexibly with colleagues.
- Knowledge of a breadth of energy, environmental and climate policy issues.
- Excellent communication skills, with the ability to demonstrate accuracy and fluency in spoken and written communications.

Other desirable characteristics that should be highlighted include:

- Experience in writing grant applications for funders such as UK research councils, European Union, industry and/or charitable foundations.
- Experience managing teams or academic research groups.
- Direct industry or policy-making experience.
- Familiarity with UK, European and global energy policy including electricity, gas and carbon markets.

## Benefits

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This is a part-time position working 22.2 hours per week (0.6 FTE). There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range of £40,521- £54,395 per annum. Part time salary will be in the range of £24,313- £32,637 per annum. Pro-rated annual leave would depend on the number of working days.

This is a 12 month fixed term role in the first instance.

**The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.**

The University of Cambridge comprises more than 150 departments, faculties, schools, and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care,

financial services, and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

#### Application arrangements

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To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

#### **The closing date for applications is 17 November 2024.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is invited to interview.

#### Equality of opportunity at the University

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The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

#### Information if you have a disability

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The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position by email on [p.hudson@jbs.cam.ac.uk](mailto:p.hudson@jbs.cam.ac.uk).