Champion Role Profile

1. Purpose

ourcambridge champions are volunteers who provide a local contact point for the ourcambridge programme and encourage colleagues to take part in and promote the programme. They do this by highlighting the benefits of making small improvements in ways of working which collectively make a big difference. The ultimate aim is to help the University become more efficient and effective and foster a more collaborative culture, breaking down barriers and getting rid of red tape.

2. Role Description

As an ourcambridge champion, you will be expected to:

- Understand and support the aims of ourcambridge
  - Make sure you are familiar with the aims as set out on the ourcambridge website

- Attend an ourcambridge welcome and onboarding session (Note: Currently being piloted)
  - Attendance at a welcome and onboarding session is desirable rather than mandatory but will help you fulfil your role
  - If you are unable to attend a session, please familiarise yourself with the presentation as a minimum

- Act as a point of contact on ourcambridge within your area
  - Keep up to date with the latest developments by regularly checking the ourcambridge website, signing up to ourcambridge Insight and joining the Yammer and/or exclusive Teams channels
  - You will also receive occasional champion-specific emails

- Where relevant, share ourcambridge information with colleagues
  - Forward ourcambridge newsletters (eg ourcambridge Insight)
  - Share relevant Yammer posts
  - Provide information about upcoming events
  - Highlight any relevant posts on the Teams channel

- Take part in pilot projects, as appropriate
  - Previous pilots include the self-match mentoring scheme and testing out the new SRD (Staff Development and Review) form
- Act as a sounding board and contribute to consultations
  - This could be providing thoughts and ideas on a proposed new policy eg agile working or a consultation eg diversity and inclusion

- Attend ourcambridge networking opportunities and events
  - These include values workshops and speed mentoring sessions
  - You can also attend events run in conjunction with other teams eg Sustainability and UIS

- Embody the professional services values of: Respect, Trust, Integrity and Collaboration
  - Be a role model for showing our values in action eg showing respect for colleagues by practising active listening in meetings, trusting your team members to use their initiative to get things done rather than micro-managing them

- Take part in local initiatives, where appropriate
  - Such as implementing process improvements within a department eg reducing the use of paper

- Highlight any potential news stories or case studies for consideration by the ourcambridge team
  - Think about what’s happening in your area that could be of interest to others
  - It could be a new way of working, a business improvement you’ve made or a survey you’ve undertaken that’s produced some interesting results

- Be inclusive
  - Show inclusive behaviour by valuing and appreciating all colleagues, regardless of their background or abilities, helping to create a sense of belonging
3. Support
As an ourcambridge champion, you will be part of an active network who will share knowledge and best practice
Be an active participant in the ourcambridge champions network, seeking advice and sharing ideas and information
On-going support and guidance will be provided to champions by the ourcambridge team which will include:
- Regular updates via Teams informing you of useful information and events;
- Organisation of workshops, drop-in sessions and meetings to enable the sharing of ideas, practices and information;
- Advice and guidance on how to implement changes within your workplace;
- Answers to questions or queries from you or colleagues;
- Provision of data and statistics;
- Individual and group training opportunities - these will be informed by feedback from the champions workshops;
- Access to case studies and best practice examples

4. Who are we looking for?
- Someone enthusiastic about contributing to ourcambridge on the ground
- You can be at any level or grade and from any area of the University
- No specialist knowledge needed, just a desire to support positive cultural change
- Interested in being part of an influential University community
- Open-minded and non-judgemental
- Passionate about continuous improvement
- Good communication skills with the ability to engage with colleagues at all levels
- A desire to make a positive difference
- The ability to contribute to learning in a group environment
- Willingness to learn new skills
- Ideally able to commit 2-4 hours a month to the role, but this can be more or less, depending on work priorities

5. Operational requirements
- Ideally, each Department/Institute will have at least one ourcambridge champion and larger departments may wish to have more than one
- The ourcambridge champion should be allowed time to fulfil the role, taking into account the need to balance this role with the requirements of their ‘day-job’