

CURRICULUM VITAE

Name Mrs Nicky BLANNING

Address
Telephone

Education
BA Hons: 2:1 Urban Planning and Housing (Sussex University)
A Levels: 3 (Latin, French, Italian)
O Levels: 9

Further Education

2021: Fire Safety Managers
2021: First Aid at Work Certificate, St John's Ambulance
2020: HR – Leadership and managers' training - various courses
2021: Managing Safely – H&S Certificate
2012: Certificate in Advanced Mediation, NVQ Level 3, Consensio
2009: Certificate in Mediation – qualified Mediator - Consensio, London
2008/09: Certificate in Personnel Practice, Chartered Institute of Personnel and Development (CIPD)
2003: Springboard Women's Development Course Licensed Trainer for staff and students – renewed every 3 years
2003: Higher Certificate in Accommodation Management, Chartered Institute of Housing and University of London
1997: Diploma in University Administration, University of London
1997: Master of Arts, University of Cambridge
1989: First Aid at Work Certificate, St John's Ambulance (re-qualified every 3 years)

Employment (Present)

June 1998 - present: Head of the Accommodation Service, University of Cambridge.

Position: Head of the Accommodation Service, Secretary of the Accommodation Syndicate, Member of the Lodge Property Services Board.
Responsible for providing accommodation and related advice to all members of, and visitors to, the University. The post has a range of responsibilities: the strategic direction of accommodation services within the University; consideration of the wider relocation circumstances of applicants (schools, childcare, visas, travel, funding); supervision of staff; the letting and full management of 1100 University residential properties; the collection of over £12M in deposits and £6M in rental income; oversight of external repairs and maintenance commercial contracts; letting over 5,000 private properties; establishment of a Private Property Management Service; dispute resolution between landlords and tenants; liaison regarding residential refurbishments.

In addition, close liaison with the Postdoc Society and Postdoctoral Academy and the Newcomers and Visiting Scholars group.

Secretary of the Accommodation Syndicate - preparing agendas, papers and minutes. Daily work includes a number of responsibilities, collaborating

with different offices in the University, working with and overseeing projects and budgets.

Lodge Board – monthly management reports, KPIs, risk assessments.

A University Relocation Service to support the recruitment of senior Professors, Directors and other staff.

Senior Member of St John's College, Cambridge

Committees present and recent past:

Chair of the University Staff Childcare Committee – responsible for oversight of the Childcare matters and the contracts for the nurseries; and strategic direction including the planning and development of new nurseries. This committee has now closed.

Chair of the Old Addenbrookes Site Committee – oversight of activities across the site, affecting many departments.

Member of the Postdoctoral Matters Committee – responsible for the strategic oversight of issues affecting Postdocs across the University.

Senior Treasurer of PdOC Society – the University's society for postdoctoral researchers. Providing support and oversight of the Society's activities and finances.

Member of the University Partnership Working Group – liaison between University and Unions regarding matters affecting staff

Accreditation Officer for Unipol and AfS UK – inspecting and approving properties in the East of England

Cambridge City Council Landlord and Property Accreditation Scheme – member and former Chair

Member of the Newcomers and Visiting Scholars' Committee – responsible for the financial oversight of the voluntary Society's accounts and the expenditure of their annual grant. Helping with their strategic direction.

Mediator for the University and Member of the Mediators' Network and Strategy Committee – I help to mediate between individual members of the University.

Chair and Member of the University Student Discipline Committee – OSCCA student discipline cases and appeals

Member of the Springboard Trainers' Committee and a qualified trainer for the Springboard Development Programme for Women (for staff and students)

OurCambridge Champion - supporting the OurCambridge project

Member of Local Authority and Mayoral Remuneration Panels – involves reviewing salaries and payments to County and Parish Councillors with recommendations of payment structures

Member of the West Cambridge Operations Committee and the West Cambridge Residents' Committee

Former Chair of the Trustees (for over 20 years) of the Foundation of Edward Storey, a charity which provides financial support and housing to women in the county of Cambridgeshire. This role, as a University representative, involved the overall management and responsibility for the operation of the Foundation, a number of substantial building projects (over £3M), investments over £7.5M, 30 staff, 90 sheltered flats, a residential Care Home, giving grants amounting to £200K per annum.

Former Board Member of King Street Housing Association – responsible for oversight of Housing association properties, tenants and budgets. Involved in the merger with another Housing association.

Former Member of the University and Assistants' Joint Board,
Former School Governor, Park Street Primary School

(Previous roles)

**Acting as President of the Society for Visiting Scholars.
Accommodation Syndicate, University of Cambridge.**

Position: Acting Secretary

Estate Management and Building Service, University of Cambridge.

Position: Administrative Officer (Grade 1) Responsible for the personnel administration of the whole department, involving 200 members of staff; letting and managing 126 University-owned properties; also responsible for the office administration

Society for Visiting Scholars, University of Cambridge. Senior Information Assistant.

Lloyds Bank, Oxford: Management trainee.

Marks and Spencer, Oxford: Sales Assistant

Small World Travel, based in Menorca: Cook and Representative.

British Telecom, Cambridge: Temporary Clerical Officer.

Hobbs Pavilion Restaurant, Cambridge: Assistant Manageress

Oxford Local Examinations School: Clerical Officer.

Other experience and qualifications

Current driving license

St John's Ambulance First Aider - for over 30 years

Chair of the Jesus Green Association

Chair of the Friends of Jesus Green Lido Committee

Chair of the Trustees of Jesus Green Lido

Membership Secretary of the Newnham River Swimming Club Committee

Former Secretary of the Ospreys' Senior Committee, the senior society for sportswomen in the University, and remain involved in their activities.

Preliminary Swimming Teacher's Certificate.

I speak some French, Italian, and learning Spanish

Interests

Leisure: my main sporting interest is swimming (I swim outdoors every day). I help to teach children and adults the enjoyment of swimming.
Dog walking. Theatre and cinema.

Voluntary Work: I also enjoy engaging in voluntary work and belong to the Cambridgeshire Library Doorstep Service – formerly run by the Women's Royal Voluntary Service - taking "books on wheels" to the house bound for over 33 years. I support a few elderly residents, who have become friends.. I am a local Neighbourhood Watch Co-ordinator. And then committee work for various swimming groups.
