Cambridge Judge Business School

Further particulars

JOB TITLE: RESEARCH ASSISTANT - SOCIAL SCIENCES DIMENSION TO PROJECTS ON SYSTEMATIC RISKS - CAMBRIDGE RISK FRAMEWORK

REPORTS TO: PRINCIPAL INVESTIGATOR

The role

Cambridge Judge Business School leverages the power of academia for real world impact to transform individuals, organisations and society. Since 1990, Cambridge Judge has forged a reputation as a centre of rigorous thinking and high-impact transformative education, situated within one of the world’s most prestigious research universities, and in the heart of the Cambridge Cluster, the most successful technology entrepreneurship cluster in Europe.

We are seeking to employ a well-rounded interdisciplinary researcher/editor to join our team of risk researchers within the Centre for Risk Studies at Cambridge Judge Business School, University of Cambridge.

The purpose of this role is to support and maintain the University’s national and international reputation for excellence in teaching and research. Contribution to excellence in research will be as a member of the research team carrying out research under the direction of a principle investigator to include writing, formatting and editorial support for our written academic and professional publications.

MAIN RESPONSIBILITIES

The candidate will provide a social sciences perspective on scenario design and research results. He/she will contribute to group discussions in the development of scenarios, the production of the Centre’s final research outputs, provide supplementary academic research and editorial work, and oversee the publication of reports.

Research

- Conduct literature review and database searches.
- Act as manager for select research projects, and direct efforts towards the production of a final report; schedule meetings, ensure project is on track, communicate with sponsors, overall function as the Centre’s main point of contact for that particular scheme of work.
- Deliver research of a high quality on wider social and historical themes and provide crucial context for the Cambridge Risk Framework and for the Centre’s final publications.
- Make use of standard research methods and techniques and continue to update knowledge and develop skills.
- Present information on research progress and outcomes to bodies supervising research.
- Prepare papers for steering groups and other bodies.
Document editing

- Organise the writing up of research and other projects to tight deadlines:
  - Setting internal deadlines and designing report outlines is key to maintaining organisation.
- Review all research writing at the Centre for composition, grammar, structure, formatting and general style prior to release to sponsors:
  - Set the Centre writing style and ensure that it is maintained in all publications.
- Format research reports to sponsor requirements and prepare for printing or other forms of publication:
  - Some experience with basic HTML and digital editing software is preferred (Adobe InDesign, Photoshop, Illustrator); training will be required if not.
- Develop conference (Risk Summit, Advisory Board, etc.) materials, both printed and digital.
- Liaise with other in-house teams, writers, photographers, external printers, designers and production staff to negotiate and monitor timescales for stages in the publishing process.
- Administer work and deadlines among freelance writers, picture researchers, photographers, stylists and illustrators.
- Obtain rights to use materials from other publications.
- Answer or field phone and email queries, e.g. from other academics, journalists or members of the public.

Communications

- Create and manage email communications and bulletins for all events at the Centre, using Dotmailer web client.
- Maintain the Centre’s social media presence, chiefly on Twitter; post tweets during our events.
- Ensure content on the Centre website is up to date for events and general information pages.
- Ensure research reports are posted on our website in a timely manner.
- Ensure presentation material following our events is posted on our website in a timely manner.
- Act as editor-in-chief of the Centre’s Viewpoints blog, scheduling contributions from team members, editing blog posts and curating blog content.
- Manage the Centre’s customer relationship management system and integrate it into the Centre’s communications and outreach processes.

Liaison and networking

- Liaise with colleagues and funding sponsors on routine matters. Lead deep engagement activities by managing all administrative and programmatic details for the Centre’s suite of external facing events including but not limited to the Risk Summit, London Risk Briefings, thematic workshops, and seminars.
- Make internal and external contacts to develop knowledge and understanding and to form relationships for future collaboration.
- Explore opportunities for greater risk research outreach via social media, participation with the press, and other means.

Planning and organising

- Oversee the completion of research publications and the Centre’s other outputs to a high calibre.
• Plan own day-to-day research activity within the framework of the agreed programme.
• Coordinate own work with that of others to avoid conflict or duplication of effort.
• Contribute to the planning of research projects, project management and associated tasks.
• Manage internal research delivery deadlines.

The person

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

• A first class honours undergraduate degree in a relevant area for strong analytical writing skills, for example: literature, history, journalism, communications or public relations.
• Well-developed academic writing skills with familiarity with journal and trade publication requirements.
• Previous experience involving strong academic or research writing.
• Some experience involving independent task-based writing and quick output turnaround time.
• Clear, concise and professional English writing and communication skills.
• A team-player with experience working with others and previous project management experience will be an asset.
• A strong visual sense would be a benefit for document formatting and graphic design.
• Driven and committed, demonstrating initiative and self-motivation.
• Good time management and planning skills with a commitment to delivery.
• Strong skills in MS Office and Adobe Creative Suite software.

Benefits

The salary will be in the range £25,728 - £29,799 per annum. There will be a three month probationary period. **This is a fixed term appointment for one year in the first instance.** Holiday entitlement is 33 days per annum plus eight days of public holidays.

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.

Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: [www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk).
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. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

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 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 11 October 2017.

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

Equality of opportunity at the University

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. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

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, on (01223) 339637 or by email on hr@jbs.cam.ac.uk.
Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.