JOB TITLE: SENIOR RESEARCH ASSOCIATE, CENTRE FOR SCIENCE AND POLICY (FIXED TERM, PART-TIME)

REPORTS TO: CSAP EXECUTIVE DIRECTOR

Background
The Centre for Science and Policy (CSaP) was built in 2008 on the success of the Cambridge University Government Policy Programme (CUGPOP) and benefits by being based at Cambridge Judge Business School (CJBS), which leverages the power of academia for real-world impact to transform individuals, organisations and society. The Centre brokers interactions between policy professionals and experts from the sciences, social sciences, humanities, engineering and technology. The Centre's aim is to improve the use of evidence and expertise in public policy by creating opportunities for public policy professionals and academic researchers to learn from each other.

The role

MAIN RESPONSIBILITIES

The role holder will work with the Executive Director to develop the strategy for the new research and analysis programme. The new role will be responsible for carrying out the strategy, including fund raising and delivery of the pilot programme of policy research. This activity builds on the networking and convening activities of the Centre and aims to amplify the impact of the Centre by improving the use of evidence in policy making.

The work will involve actively engaging with multiple researchers and research centres across the university as well as building links with policy makers from government, local authorities and the third sector.

Research

- Designing and implementing a policy research programme based on the interests of policymakers, skills of interested academic researchers and candidate track record.
- Identifying potential partners and stakeholders; building and maintaining relationships with them.
- Building and managing teams to deliver this programme working with academics, collaborators and supporting the engagement of Research Council interns in the projects.
- Over the longer term developing a vibrant visiting fellowship programme, attracting high-profile researchers, policy practitioners and business leaders to give critical outside perspective and to conduct their own complementary projects.
Leadership

- Contributing to the overall development of the Centre.

Other activities

- Supporting and developing the professional education strand of the Centre to provide more interactive and facilitated workshops for policy makers and academics.
- Contributing to developing new methods of engagement with policymakers.
- Representing the Centre both nationally and internationally through presentations, workshops and wider contributions to debate around policy and evidence.

People management

- Building up and managing a small team of researchers to deliver the research programme of the Centre as it develops.

Finance

- Providing forecasts of income and costs during the development phase of the research programme.
- Preparing financial reports on income and expenditure and other budgets relating to the delivery of research projects.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.

- A postgraduate qualification at doctorate level.
- An international reputation within in a field of policy research and suitable publication record of academic and policy focussed research.
- Experience of conducting user-focussed policy research.
- Knowledge and understanding of the current issues around use of evidence in policy making.
- Experience of both qualitative and quantitative research.
- Outstanding interpersonal and communication skills.
- Ability to communicate, negotiate and advocate to a wide range of audiences including at senior levels.
- Demonstrable experience in raising funding for policy research from a variety of sources.
- Ability to relate to the academic research community.
- Excellent project management skills including the ability to manage multiple projects.
- Able to engage with the values and aspirations of a world-leading University and a broad interest in the role of evidence in policy.
Benefits

This is a part-time position working 14.8 hours per week. Holiday entitlement is 33 days per annum, pro rata, plus eight days of public holidays. There will be a three month probationary period. The salary will be in the range £39,992-£50,618 per annum, pro rata.

The funds for this post are available for one year 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. 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 18 December 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.