JOB TITLE: PSYCHOMETRICIAN (FIXED TERM)

REPORTS TO: DIRECTOR OF THE PSYCHOMETRICS CENTRE

Background

Executive Education is a major activity of Cambridge Judge Business School operated by JBS Executive Education Ltd (JBSEEL), a limited company wholly owned by the University of Cambridge. Its activities include a well-established range of open programmes, a substantial suite of custom programmes, and deep engagements with clients, where the mode will shift from "education" to collaborative problem solving that not only creates value for the client but also helps to generate research questions, data, and publications for the School.


The Psychometrics Centre is hosted by Cambridge Judge Business School and the role is administered by JBS Executive Education.

The role

The role holder will develop psychometric tests and deliver psychometric training, consultancy and support to clients. This will include the identification of suitable questions as well as the wording and graphic design of the items themselves. They will also instantiate these items in software and develop online versions for data collection and analysis. The role holder will assist the test construction and development team in the day-to-day management of test development projects.

MAIN RESPONSIBILITIES

Online test development

- Authoring and creating questions to be included in psychometric tests, including personality and ability tests.
- Visual design of questions and tests to a high quality.
- Uploading tests onto the Concerto test development system.
- Obtaining language versions of tests. Contributing to manuals.
- Writing feedback reports for personality or ability questionnaires, to be fed back automatically by computer.
- Collecting data through commercial and academic partners.

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1 Executive Education services are provided by JBS Executive Education Limited, a wholly owned subsidiary of the University of Cambridge. A company registered in England and Wales with registration number 5908393. Registered address: The Old Schools, Trinity Lane, Cambridge CB2 1TN.
• Encouraging participation in testing sessions.
• Arranging test administrators to facilitate testing sessions.

Data analysis
• Analysing data using item response theory (IRT) and other latent variable modelling techniques.
• Calculating reliability, validity and item response functions.
• Using and keeping abreast of machine learning techniques to develop predictive algorithms and software for use in online and offline applications.

Training
• Designing and delivering training programmes in psychometric and data science methods for visitors to Cambridge and for clients across the academic, industry and public sector (occasional travel may be required).
• Representing and marketing the Psychometrics Centre’s expertise and training services externally.

Coordinating
• Convening item writing teams and coordinating their efforts.
• Keeping websites and wikis containing Concerto manuals, notes, exercises and other online materials up to date.
• Managing and maintaining psychometric databases and code repositories, updating as and when required.

Administrative functions
• Maintaining and developing appropriate online filing systems for matters relating to the role.
• Sending and receiving emails, editing spreadsheets.
• Liaising with colleagues and clients via phone, email and in person. Managing test and predictive tool development by subcontractors or collaborators.

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.

Essential Skills
• Graduate-level skills in psychometrics and psychometric test development, including computer applications, with a relevant first degree.
• Proven track record of work in designing and implementing questions for use in online test development and administration, and proven track record of developing predictive algorithms using machine learning techniques. Ability to maintain and develop project manuals, websites and wikis. Ability to produce psychometric test manuals containing information on reliability, validity, norms and other relevant test properties.
• Ability to use MS Office (Word and Excel), Concerto, the R programming language, Python and MySQL. Ability to advise others on R programming within a psychometric context. Ability to plan psychometric test development projects to a high standard.
• Ability to explain psychometric concepts, including item response theory and computerised adaptive testing to prospective users.
• Excellent written and spoken communication skills.
• Excellent telephone manner.
• Friendly, professional and approachable disposition.
• Ability to liaise effectively with both internal and external project participants.
• Ability to deal with contacts in person, by telephone, email, social networks and by post.
• Proficiency in prioritising and organising their own work schedule and to work with minimum supervision; ability and willingness to learn new aspects of the job as and when they arise.
• Excellent attention to detail.
• Competent mathematical skills.

Benefits

This is a full-time position working 40 hours per week. The salary will be in the region of £36,000 per annum. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays for full-time staff (the holiday year runs from 1 October to 30 September). The role holder will be eligible to participate in the Company’s staff incentive plan (Annual Employee Bonus Scheme).

This is a fixed term post until September 2019 in the first instance.

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 30 August 2018.**

Applicants are required to provide details of three 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.