Cambridge Judge Business School

Further particulars

JOB TITLE: HEAD OF KNOWLEDGE TRANSFER (FIXED TERM)

REPORTS TO: CO-DIRECTOR OF THE CAMBRIDGE CENTRE FOR SOCIAL INNOVATION

Background

The Cambridge Centre for Social Innovation at Cambridge Judge Business School, University of Cambridge, acts as a platform for research and engagement with social innovators, academia and policy in UK and across the world. Its primary focus is to understand, promote, and engage with social innovators and create and support social ventures and projects.

Social innovation is concerned with the development of creative and practical solutions to complex social problems. While many social innovators work in non-profit organisations, they are increasingly found in government and corporations. Indeed, the boundaries between the sectors have become increasingly indistinct, and much social innovation takes place at the intersection between them.

The Centre will therefore focus on leadership for social change, wherever it takes place. Leadership for social change involves a different kind of leadership, one that’s less adversarial, one that seeks to have a positive impact on the kind of world that we live in, and one that blurs the boundaries between what’s for-profit and what’s non-profit.

The role

The role holder will be instrumental in increasing the reach and impact of the Centre’s research output (faculty, research fellows and students’) to practitioners, policymakers and the public. They will be responsible for developing and communicating good practice in knowledge transfer, in particular, within the field of social innovation. To do so, it will be expected that the post holder will develop a deep knowledge of the philosophy and practice of knowledge transfer in Higher Education. The post holder, working with the centre directors, will endeavour to embed knowledge transfer practice into all aspects of the centre’s research activity.

The post has full responsibility for the strategic planning, and management and implementation of knowledge transfer strategy with the Centre’s co-directors. This will include translation of research outputs for non-academic audiences, editing publications. They will also devise and deliver events, in collaboration with the Engagement Manager, including academic and practitioner conferences and public engagement seminars.

The post has the responsibility for making CCSI and CJBS a world leader in knowledge transfer. The post holder will undertake research and prepare papers on knowledge transfer practice. Also, contributing to teaching and professional development.

The role holder will manage budgets for knowledge transfer, and oversee the successful planning and delivery of all knowledge transfer activities.
Main responsibilities

Strategic planning, management and implementation of knowledge transfer strategy

- Translation of research outputs for non-academic audiences such as case studies, practitioner pieces, book chapters, books, multi-media outputs, policy briefings and presentations.
- Devising and delivering events, in collaboration with the Engagement Manager, including academic and practitioner conferences and public engagement seminars.

Positioning CCSI and CJBS as a world leader in knowledge transfer

- Acting as PI in social innovation research, connected with the Centre’s Knowledge Transfer mission.
- Working with faculty and related researchers to contribute to research design, in order to embed knowledge transfer into existing and future research initiatives.
- Preparing research papers on knowledge transfer practice.
- Contributing to teaching and professional development.
- Share good practice with faculty and research centres across the University of Cambridge.

Financial management and reporting

- Managing budgets for knowledge transfer, and oversee the successful planning and delivery of all knowledge transfer activities.

Communications, outreach and teaching

- Enabling the extension and continuation of the work and profile of the Cambridge Centre for Social Innovation.
- Contributing to communications and events associated with the Centre.
- Delivering some teaching with the MSt in Social Innovation.
- Contributing towards dissemination and outreach connected with the Centre’s work. They will be expected to contribute to online content, with responsibility for extending the reach of academic and non-academic outputs generated by the Centre and associated researchers.

The person

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

- Educated to doctoral level.
- Teaching qualification.
- Significant research publication record.
- Editorial experience in an academic context.
- Experience of events management.
- Experience in Social Innovation or related fields.
- Experience of knowledge transfer practice.
• Experience of teaching in Higher Education.
• Project management.
• Excellent communication skills at all levels – written and verbal.
• Excellent organisational and administrative skills.
• Cultural adaptability and sensitivity in working with international stakeholders.
• Excellent presentation skills.
• Ability to deal sensitively with difficult situations.

Benefits

This is a full-time position. There will be a nine month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £35,550-£47,722 per annum.

The funds for this post are available for four years 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 9 September 2018.

Applicants are required to provide details of three referees. These will not be contacted unless he 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) 768497 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.