JOB TITLE: RESEARCH ASSISTANT IN APPLIED ANALYTICS

REPORTS TO: PRINCIPAL INVESTIGATOR

Background

We are seeking to employ a Research Assistant in Applied Analytics to join our team of risk researchers within the Centre for Risk Studies at Cambridge Judge Business School, University of Cambridge.

The Centre for Risk Studies is a multidisciplinary research centre of excellence for the study of the management of economic and societal risks. The Centre’s focus is in the analysis, assessment, and mitigation of global risk for the advancement of political, business and individual decision makers.

The purpose of this role is to provide support for several research projects analysing catastrophic risk from a corporate and insurance perspective. The Research Assistant will aid in data analysis including data gathering and modelling, additionally compiling data into datasets useful for decision making.

You should be educated to first degree or masters level with a data science, engineering or mathematics background. Previous research experience will include data analysis, data modelling, and data visualisation. You should have a good understanding of the way the global economy is made up of the economic outputs of interconnected organisations in a variety of industry sectors. Strong quantitative, problem solving and advanced Excel skills are essential. Strong report writing skills with the ability to accurately interpret and report results from data analysis, good time management and planning skills with a commitment to delivery are a prerequisite of this role.

The role

Main responsibilities

Research

• Conducting literature and database searches.
• Identifying sources of data, gather data, carry out data validation, and assemble datasets.
• Where necessary conducting modelling exercises to fill in gaps in data.
• Contributing to the production of research reports and publications.
• Presenting information on research progress and outcomes to bodies supervising research.
• Preparing papers for steering groups and other bodies.
• Making use of standard research methods and techniques.
• Continuing to update knowledge and develop skills.
• Analysing and interpreting the results of own research and generate original ideas based on outcomes.

**Liaison and networking**

• Liaising with colleagues and funding sponsors on routine matters.
• Making internal and external contacts to develop knowledge and understanding and to form relationships for future collaboration.
• Building internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration.

**Planning and organising**

• Contributing to project management and associated tasks.
• Planning own day-to-day research activity within the framework of the agreed programme.
• Co-ordinating own work with that of others to avoid conflict or duplication of effort.
• Contributing to the planning of research projects.

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. In addition, you are encouraged to explain your own research interests.

• Educated at first degree or masters level, with a data science, engineering or mathematics background.
• Previous research experience will include data analysis, data modelling, and data visualisation.
• Advanced Excel skills are essential – you will be required to demonstrate these if invited to interview.
• In addition, Microsoft Office, MATLAB, SQL, and Python with experience of modelling and quantitative analysis skills are desirable.
• Strong report writing skills with the ability to accurately interpret and report results from data analysis – examples of previous written work will be required if invited for interview.
• A sound understanding of the way the global economy is made up of the economic outputs of interconnected organisations in a variety of industry sectors; with experience to demonstrate this.
• Strong quantitative and problem solving skills.
• Demonstrable track record of gathering data and of carrying out accurate and efficient research.
• Data analysis and data validation skills; with the ability for this to guide their data acquisition activities.
• Ability to accurately and efficiently source data.
• Driven and committed, demonstrating initiative and self-motivation.
• Previous project management experience will be an asset.
• Good time management and planning skills with a commitment to delivery.
Benefits

The salary will be in the range £26,243-£30,395 per annum. There will be a six-month probationary period. 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.

This is a fixed term appointment for one year 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 21 November 2018.

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

Applicants who do not hear from us within six weeks of the above date should assume they have not been 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.