Cambridge Judge Business School

Further particulars

**JOB TITLE:** RESEARCH ASSISTANT (FIXED TERM)

**REPORTS TO:** PRINCIPAL INVESTIGATOR

**Background**

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.

**The role**

The purpose of this role is to support and maintain the School’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 data collection, analysis and some interpretation.

**Main responsibilities**

- Undertake basic research; preparing, setting up, conducting and recording the outcome of digital training.
- Conduct literature and database searches to identify top managers of SMEs to join the digital training programme.
- Continue to update knowledge and develop skills.
- Contribute to the planning of the project and co-ordinate with external project partners.
- Contribute to the production of research reports and publications.
- Present information on project progress and outcomes to bodies supervising project.
- Prepare papers for steering groups and other bodies.
- Make use of standard research methods and techniques.
- Analyse and interpret the results of own research and generate original ideas based on outcomes.
- Routinely liaise with CEOs participating in the project, colleagues, and external collaborators.
- Participating in project-specific and general meetings.
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:

**Essential**

- Educated to first degree level.
- Good verbal communication skills.
- Good problem-solving skills.
- Good time management and planning skills with a commitment to delivery.
- Good Microsoft Office skills including the use of Excel.
- Ability to work on their own as well as part of a team.
- Ability to work with a variety of internal and external stakeholders.
- Ability to work in dynamic environment.
- Driven and committed, demonstrating initiative and self-motivation.
- Disciplined and familiar with project management tools and techniques.

**Desirable**

- Basic knowledge of entrepreneurship, SME, productivity, and general principles of management.
- Possess sufficient breadth/depth of knowledge in the discipline and of research methods and techniques to work within own area.

**Benefits**

This is a full-time position working 37 hours per week. There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £26,715-£30,942 per annum.

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. You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk. We also offer 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 Wednesday 20 November 2019.**

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.