

**JOB TITLE: RESEARCH ASSISTANT FOR THE CENTRE FOR ALTERNATIVE FINANCE
(PART TIME, FIXED TERM)**

REPORTS TO: LEAD ALTERNATIVE FINANCE BENCHMARK

Background

The Cambridge Judge Business School (CJBS) is a world-class business school at the heart of the University of Cambridge. The School offers predominantly postgraduate degrees in management, finance, technology policy, and its full-time MBA programme is highly ranked in the world by the *Financial Times*.

Established in January 2015, the Cambridge Centre for Alternative Finance (CCAF) is an international and interdisciplinary research centre dedicated to the study of alternative finance, focusing on new financial instruments and channels of finance emerging outside of the traditional financial system in the areas of alternative financing channels, alternative approaches to credit analytics and alternative payment systems. The purpose of the CCAF is to provide academic thought leadership, evidence-based policy output and industry practice insights to improve global business practice in all aspects of finance. In addition to the focus on research and its dissemination to academics, businesses and policymakers, the Centre has a teaching agenda, delivering executive education courses, developing teaching material, both traditional and online, and developing lecture courses for the MBA and other business school programmes, as well as for programmes elsewhere in the university.

The role

The purpose of the role is to contribute to the Centre's cryptocurrency and blockchain research programme and to assist in the design, conduct, analysis and write-up of research surveys and studies. The candidate will support and maintain the national and international reputation of the Centre for excellence in research and teaching. Contribution to excellence in research will be at the level of an experienced and skilled researcher demonstrating a high level of competence and an independent standing in top-quality academic research. The role holder will work in close collaboration with the programme lead as well as internal and external researchers to produce relevant research studies and other related activities. The role holder will participate in the overall contribution of the Centre as appropriate.

Main responsibilities

Research

- Contribute to the data collection and analysis process.
- Assist in the design of studies and surveys.



- Write up results of surveys and other research work for presentation and publication (act as co-author of research studies).
- Identify adequate secondary data sources and conduct literature review.
- Present information on research progress and outcomes to bodies supervising research.
- Write or contribute to publications or disseminate research findings using appropriate media.
- Assist in the preparation of proposals and applications to external bodies, e.g. for funding and contractual purposes.
- Make presentations at conferences or exhibit work in other appropriate events.
- Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high-level skills and a range of media.

Liaison and networking

- Develop links with external contacts such as other educational and research bodies, industry associations and their members, as well as public sector institutions.
- Build internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration.
- Originate and develop external networks, for example, to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.

Planning and organising

- Contribute to project management and associated tasks.
- Plan own day-to-day research activity within the framework of the agreed programme.
- Co-ordinate own work with that of others to avoid conflict or duplication of effort.
- Contribute to the planning and execution of related 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:

- Bachelor's or masters degree.
- Background in economics, finance, law, computer science or other relevant field.
- Knowledge of cryptoasset/blockchain ecosystem.
- Strong writing skills including ability to communicate technical detail to a broad audience.
- Strong qualitative research skills.
- Strong Excel and data analytics skills.
- Demonstrated ability to design, conduct, analyse and write up survey research.
- Driven and committed, demonstrating initiative, self-motivation and eagerness to familiarise with new concepts.
- Good time management and planning skills with a commitment to delivery.

- Will continually update knowledge in the specialist area and engage in continuous professional development.
- Able to work independently and as part of an interdisciplinary team.

Desirable characteristics

- Substantial knowledge in the area of cryptocurrencies and distributed ledger technology (DLT), including a robust understanding of the economic and legal implications of both public and permissioned blockchains as well as a solid understanding of the underlying technical specifications.
- Experience in researching cryptoassets, blockchain and other aspects of the DLT.
- Proven track record in conducting impactful DLT industry and policy research.
- R/Python data analytics skills.

Benefits

This is a part-time position working 18.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays, pro-rated for part time employees. The salary will be in the range £26,715-£30,942 per annum, pro-rated for part time employees.

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 4 February 2021.

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 2013.

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.