JOB TITLE: PRINCIPAL RESEARCH ASSOCIATE (PART-TIME, FIXED TERM)

REPORTS TO: EXECUTIVE DIRECTOR, CENTRE FOR SCIENCE AND POLICY

Background

The Centre for Science and Policy (CSaP) seeks to appoint an outstanding scholar to lead the development of a new research programme on the relationship between science and public policy. The position offers the opportunity to become a leading member of a highly regarded knowledge-brokering Centre, and the chance to interact with public policy makers at the highest level. CSaP is administratively anchored in Cambridge Judge Business School (CJBS).

Since 1990, Cambridge Judge Business School forged a reputation as a centre of rigorous thinking and high-impact education, situated within one of the world’s most prestigious research universities, and in the heart of the Cambridge Cluster, the most successful technology cluster in Europe. The Business School pursues innovation through inter-disciplinary insight, its entrepreneurial spirit and its collaborative ethos. Cutting edge research is rooted in real-world challenges.

The Centre for Science and Policy (CSaP) was launched in 2009, building on the success of the Cambridge University Government Policy Programme (CUGPOP) and benefits by being based at the Cambridge Judge Business School, which leverages the power of academia for real world impact to transform individuals, organisations and society. CSaP brokers interactions between policy professionals and experts from the sciences, social sciences, humanities, engineering, and technology. The Centre does this through a range of activities including policy fellowships, professional development, policy workshops, and networking events.

The role

The purpose of the role is to advance, support and maintain the University’s national and international reputation for excellence in research. 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 research. The role holder may have full leadership and operational responsibility for a research project or facility and may hold research grants in his/her own right. The role holder will participate in the overall contribution of the department/faculty as appropriate.

The role-holder will be expected to focus their time on building up CSaP’s research programme. This will draw on:

1. Data CSaP has collected about CSaP’s own operations over 12 years.
2. CSaP’s unparalleled networks of policy makers and science advisers in the UK Government
3. The unprecedented demand for research-based insights on lessons learned from the use of science during the COVID-19 (coronavirus) pandemic.
**Main responsibilities**

*Research - advancement, leadership, and funding*

- Contribute to the advancement of knowledge in the research subject.
- Research objectives, projects and proposals.
- Act as principal investigator on large research projects.
- Lead individual or collaborative research projects.
- Identify and maintain sources of funding.
- Extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities.
- Assess, interpret, and evaluate outcomes of research.

*Research - active*

- Identify and initiate major research within their specialist subject area, for example where gaps in knowledge exist.
- Identify research topics and initiate analysis that will be original and innovative.
- Determine, adapt and apply appropriate research methodologies and analyse results/conclusions to formulate new concepts and ideas.
- Collaborate actively within and outside the Institution to complete research projects and advance thinking and contribute to general/publicly available communication in the specialism and public engagement activities. This may require the establishment and/or development of external collaborative or network groups.
- Write reports to relevant bodies about progress of research.

*Research – publications and dissemination*

- Write national and international papers on topics relevant to specialist subject area. This will include journals, books and other material.
- Present work in seminars and lectures.
- Participate in peer review of publications.
- Communicate clearly complex and conceptual ideas on a frequent basis to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.

*Administration*

- Actively investigate funding opportunities within area of research – this will include submitting grant applications.
- Participate in relevant committees within department/faculty.
- May, on occasion, participate in Business School/University committees where appropriate and/or where invited.
Planning and organising

- Plan, co-ordinate and implement research programme(s).
- Manage the use of research resources and ensure that effective use is made of them.
- Manage/monitor research budgets.
- Help to plan and implement commercial and consultancy activities.
- May provide teaching for a College or Colleges.

Staff management, training, and mentoring

- Fully manage staff, including research and support team colleagues.
- Mentor and guide the work and research of postgraduate students and early career researchers.

External

- Develop links with external contacts such as other educational and research bodies.
- Manage the use of research resources and ensure that effective use is made of them.
  Manage/monitor research budgets.
- Help to plan and implement commercial and consultancy activities.

Others

- Attend conferences in specialist subject area to liaise and network with national/international colleagues the role holder will regularly be invited to give presentations in his/her specialism.
- Carry out duties in a way that supports the University values. This responsibility includes actions in relation to (for example) colleagues, students, and people in other organisations.

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:

- Holds a PhD in a relevant specialist subject.
- The role holder would have sufficient research experience at the level of Principal Research Associate, or equivalent experience.
- The role holder would possess sufficient breadth/depth of specialist knowledge in the discipline and of research methods and techniques to develop research objectives, projects and proposals.
- Will continually update knowledge in the specialist area and engage in continuing professional development.
- Experience of managing own workload.
- The role holder would possess sufficient administrative skills to manage project/s including financial management.
Benefits

This is a part-time position working 7.4 hours per week. Holiday entitlement is 33 days per annum full-time equivalent (FTE) plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £60,905 - £70,579 per annum FTE.

**The funds for this post are available for two 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.

The University Accommodation Service www.accommodation.cam.ac.uk exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two-bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

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 19 August 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.