JOB TITLE: SENIOR RESEARCH ASSOCIATE, CENTRE FOR STRATEGIC PHILANTHROPY (FIXED TERM, PART-TIME OR FULL-TIME)

REPORTS TO: CENTRE FOR STRATEGIC PHILANTHROPY EXECUTIVE DIRECTOR

Background

Cambridge Judge Business School (CJBS) is a relatively new entrant in the very competitive global market for graduate business education. Our strategy is to be positioned among the best business schools in the world. To achieve this goal, we require a complement of staff that possess international research leadership skills and global consulting experience.

The Centre for Strategic Philanthropy (CSP) is a departmental research and education centre based within Cambridge Judge Business School. CSP’s primary objective is to further scholarship and the understanding of issues relating to long-horizon investing. Its mission is to extend knowledge in this area, to promote excellence in applying this knowledge and to sustain relevant research, teaching and knowledge sharing.

We are seeking to recruit a part- or full-time Senior Research Associate to work with the Executive Director of the Centre to develop a clear intellectual agenda for the CSP and to support the development of this research centre by executing the strategic plan and establishing CSP as a leading institution for knowledge building within long horizon investing. The person in this role will make a significant contribution to the continued growth of the centre and will play a central role in establishing CSP as a platform for research and engagement amongst leading global academic institutions and organisations within the charity, endowment and foundation sectors, sovereign wealth fund, the asset management industry, with a focus on emerging markets.

The role

The Senior Research Associate will focus on research into the philanthropy subject area and will be expected to collaborate in research with faculty across the Business School. The post holder will also contribute to teaching and will participate in other Business School activities. Applications will be welcome from practitioners who have made innovative contributions to the subject area, as well as from academics in the field.

Main responsibilities

Research

- Gather and analyse empirical data to prepare pedagogical materials eg, case studies, for use in lectures, seminars and tutorials.
• Extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities.
• Write or contribute to publications or disseminate research findings using other appropriate media.
• Assess, interpret and evaluate outcomes of research; develop research objectives, projects and proposals.
• Conduct individual or collaborative research project.
• Identify sources of funding and contribute to the process of securing funds.

Teaching and learning support

• Design and develop new teaching programs, courses and modules as required.
• Examine and assess student performance in presentations and written assignments and examinations.
• Review and incorporate scholarly and practitioner research in the design of subject specific concentrations in CJBS programmes.
• Teach elective modules on concentrations.
• Mentor MBA, Global Executive MBA (Global EMBA) and Cambridge Executive MBA (Cambridge EMBA) student consulting projects for national and international clients.
• Review and incorporate scholarly and practitioner research in courses on the Global EMBA, Cambridge EMBA and MBA programmes.
• Teach courses on the Global EMBA, Cambridge EMBA, MBA and other programmes in the role holders’ area of expertise as required.
• Direct and support CJBS Executive Education programmes as required.
• Design and teach programmes in the relevant subject area to senior corporate managers enrolled on CJBS Executive Education programmes.
• Prepare and submit pedagogical and applied research papers for publication in appropriate outlets.
• Undertake teaching and development activities as requested by the Director of the School.
• Review and incorporate course feedback from students to improve pedagogical approaches and course content.
• Mentor and support new faculty in established posts to help them improve their delivery of management courses.
• Write and mark assessment exercises and examination papers for credit bearing courses.
• Examine dissertations.
• Write examination reports for CJBS Graduate Teaching Committee.
• Provide feedback to students on work submitted for assessment and examination.
• Fulfil the University of Cambridge requirements of assessors and examiners.

Administration

• The role holder will work with the Executive Director of the Centre to develop a clear intellectual agenda for the CSP and to support the development of this research centre by executing the
strategic plan and establishing CSP as a leading institution for knowledge building within long horizon investing.

- Annual review and determination of teaching requirements.
- Investigate research funding opportunities preparation and submission of applications to sources of appropriate research funds.
- Active contribution to relevant CJBS committees eg, Graduate Teaching Committee, MBA Teaching Committee.
- Represent the interests of teaching subjects in CJBS strategic decisions.

External

- Represent Cambridge Judge in meetings with senior managers in client organisations.
- Liaise with senior managers in client organisations and interpreting their business needs in relation to CJBS portfolio of skills and resources.
- Participate in external management research groups.
- Participate in collaborative research projects.
- Involvement in assessment and examination procedures for other academic institutions.
- Participate in peer review process for management publications.
- Contribute to peer review procedures for scholarly research grant applications.

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:

- A postgraduate qualification at doctorate level.
- Significant global consulting and teaching experience.
- Significant innovative course development experience.
- Experience of teaching in a Business School environment.
- Established record of teaching, innovative course design and attendance at appropriate conferences.
- Strong publication record in peer reviewed research outlets.
- Active participation in research groups and in collaborative projects.
- Programme direction skills.
- Excellent interpersonal and communication skills.
- Effective interaction with highly qualified postgraduate students and experienced senior executives.
- Ability to communicate with students and clients with clarity, engagement and authority.
- Ability to work effectively with colleagues at CJBS and the wider University.

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 £42,149 - £53,348 per annum (pro-rata). This is a full-time or part-time fixed term post, based in Central Cambridge, for three 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 7 November 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.