

**JOB TITLE:           PROOFREADER (FIXED TERM)**

**REPORTS TO:       ASSOCIATE DIRECTOR OF DATA AND ANALYTICS**

#### Background

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The Cambridge Centre for Alternative Finance (CCAF) is a multi-disciplinary research institute established within Cambridge Judge Business School (CJBS), University of Cambridge. The CCAF is an internationally renowned centre of excellence, noted for its pioneering market and regulatory research in alternative finance.

In addition to its research, the Centre has developed leading initiatives in the regulation of alternative finance, including digital tools and capacity building and education programmes. These focus on providing an evidence-base for policymakers and regulators in order to make more informed decisions on alternative finance/ fintech. The Centre works in collaboration with over 150 regulators, central banks, international standard-setting bodies, and other development partners. This includes the UK Financial Conduct Authority, the Inter-American Development Bank, the Organisation for Economic Co-operation and Development (OECD), the Asian Development Bank Institute, the UK Foreign, Commonwealth and Development Office (FCDO), and the World Bank.

#### The role

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The role will be responsible for adapting (and expanding where necessary) the University of Cambridge style guide to meet the writing requirements of the CCAF research team across research reports, PowerPoint presentations and proposal submissions.

The role holder will provide high level editorial support, and contribute ideas for content development by reviewing existing reports to identify areas where standardisation could improve outputs. This will be done by undertaking working sessions with team leads to identify needs and further areas where standardisation could be of use. The role holder will need to deliver a standardised quality for CCAF research reports in order to produce reports of the professional presentation demanded by CCAF researchers and funding partners. This will be achieved by providing copy-editing support for research publications.

#### **Main responsibilities**

- Develop a CCAF specific style-guide suitable for research projects. This will be done by designing and implementing a standardised quality for CCAF research projects in line with the standards set by the CCAF and in line with the University research writing guidelines.
- Develop a guide by establishing the size and scope of reports required to be written and work with CCAF project leads to understand their needs. Guidelines should include templates, formats and examples for use to help ensure ease of use and compliance.

- Work closely with CCAF project leads to produce professionally presented research reports, PowerPoint presentations and any other research related material. Reports must comply with the CCAF guidelines as developed by the role holder. Build and maintain strong working relationships with CCAF project leads and be pro-actively involved in supporting the writing of reports. Maintain communication with all relevant research parties to ensure peer review is completed before proofreading and editorial review. Ensure all reviews are completed within given deadline.
- Develop training and support material and assist in the implementation of the CCAF style guidelines to all project leads and authors. Assist in the delivery of the training to all relevant parties. Provide support and guidance about applying and using the guidelines.
- In order to support the delivery of reports to the required standard as set out in the CCAF style guide:
  - Read and evaluate written text for grammatical and typographical errors.
  - Evaluate the dimensions of page elements such as images, text spacing and positioning to ensure they conform to set specifications.
  - Ensure page numbers are in the right order and not repeated or omitted and analyse documents to ensure chapter titles match list of contents.
  - Rephrase written text to ensure document structure and content are consistent.
  - Stay up to date with grammatical development as well as new terminologies in a language.
  - Ensure all activities are completed within given deadline.
  - Maintain effective communication with relevant research parties throughout the process.
  - Ensure illustrations are suitably captioned and referenced.
- Contact project leads during the course of the writing and production of reports directly to clarify grammatical inconsistencies related to style and text choice. Maintain regular contact to ensure design guidelines are being followed and applied.
- Manage and prioritise multiple projects to agreed time scales to ensure production deadlines are met. Liaise with those involved to ensure any changes to deadlines are managed effectively and communicated clearly.

#### The person

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The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form:

- Bachelor's degree most preferably in English, journalism, or mass communication, or in a related field.
- Have demonstrable experience proofreading or editing written content.
- Knowledge of standard proofreading practices, procedures, and concept is also required.
- Developing and delivering training to authors.
- Experience in developing an internal style guide aimed at authors in research.
- Attention to detail – must be able to identify and rephrase grammatical errors to ensure an error-free text.
- Teamwork skills-adept at working with authors, editors, and typesetters to publish comprehensible write-ups.

- Spelling/grammar skills: able to correctly assemble words and apply them in writing.
- Proficient in Office 365.
- Quick reader – edit quickly without sacrificing quality.
- Resourcefulness – ability to track down the appropriate resources and address questions or issues in the copy that might require additional research.
- Manage and prioritise multiple projects at once. Priorities may change from day to day, so post holder needs to be both flexible and persistent

## Benefits

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This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £ 29,614 -£35,326 per annum.

This is a fixed term post until 31 July 2022.

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](http://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](http://www.jobs.cam.ac.uk).

## Application arrangements

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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](http://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 8 December 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

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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

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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](mailto: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](mailto:hrenquiries@admin.cam.ac.uk).