JOBTITLE: RESEARCH ASSISTANT, MANAGEMENT AND ORGANISATIONS (FIXED TERM, PART TIME)

REPORTS TO: PRINCIPAL INVESTIGATOR

Background

Cambridge Judge Business School (CJBS) 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 purpose of this role is to support and maintain the Business 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 principal investigator to include data collection, analysis and interpretation and dissemination.

The role

Main responsibilities

Research

- Conduct literature searches.
- Help source, prepare and assemble background information and questions for research interviews.
- Write up results of research for public dissemination, including on social media such as LinkedIn and Twitter.
- Contribute to the production of publications based on the research.
- Make use of standard research methods and techniques.
- Analyse and interpret the results of the research and generate original ideas based on outcomes.

Liaison and networking

- Make internal and external contacts to develop knowledge and understanding and to form relationships for future collaboration and study.

Planning and organising

- 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 of 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:

• Educated to first degree level.

• Experience in China or with Chinese companies.

• Proficient in Mandarin Chinese.

• Possess sufficient breadth/depth of knowledge in the discipline and of research methods and techniques to work within own area.

• Driven and committed, demonstrating initiative and self-motivation.

• Good time management and planning skills with a commitment to delivery.

Benefits

This is a part-time position working 18.5 hours per week. There will be a three-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays, pro rata for part-time staff. The salary will be in the range £27,116-£31,406 per annum for part-time staff.

This is a fixed term role until 31 July 2022 initially.

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 10 February 2022.**

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.

**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.