

# Associate Director, Policy Fellowships, Centre for Science and Policy

CAMBRIDGE JUDGE BUSINESS SCHOOL

Closing Date: 7 August 2022  
Job Reference: NS32319



# Associate Director, Policy Fellowships, Centre for Science and Policy

## Background to the role

The role of Associate Director, Policy Fellowships will develop and lead the programme at the Centre for Science and Policy (CSaP) which brings researchers and policy makers together to tackling public policy challenges. The role-holder will help lead CSaP and ensure it delivers on its mission to improve public policy through the more effective use of evidence and expertise.

The role-holder will direct the Policy Fellowships Programme, which is at the heart of CSaP's success. It is recognised in Government as an outstanding mechanism for connecting with fresh insights from research, while academics in Cambridge increasingly see the value of the links and are using the convening power of the CSaP network to increase the policy impact of their research.

In directing the programme, the role holder will focus on maintaining the high standards of operation and further developing the brand at all levels of the policy world (with a focus on UK national government, and also devolved and local governments, as well the private and third sectors). They will also oversee the Affiliate programme with several other universities in the UK partnering on the Policy Fellowships programme. In addition, the role holder will help ensure that CSaP's networks and know-how delivers value to the academic community by supporting the policy relevance and impact of research.

## Standard Duties

1. Lead the strategic development of the Policy Fellowship Network, managing relationships with up to 100 Policy Fellows active in the Policy Fellowship and Continuing Fellowship programmes, and over 1,000 academics and experts in Cambridge and beyond on whom CSaP's operation depends, and identifying and building relationships with new members of the Network.
2. Lead the recruitment of Policy Fellowship applicants each term, ensuring that the election panel decides on 12 new Policy Fellows to elect each term.
3. Manage the process to design, organise and deliver each Policy Fellow's initial five-day visit to Cambridge, ensuring members of the Policy Fellowships team invite relevant experts to invite to meet each Fellow (based on the Fellow's questions and interests, designing, and delivering a bespoke programme of high-level meetings in Cambridge, and ensuring that the Fellow's experience in Cambridge is of the highest possible quality.
4. Oversee the Continuing Fellows programme (approximately 30 Continuing Fellows per year having two group meetings and one day of one-to-one meetings).
5. Oversee the Affiliates programme with support from the CAPE Project Coordinator among others – arranging meetings for Policy Fellows with researchers at universities including Bath, Bristol, Durham, Southampton.
6. Oversee evaluation of the Policy Fellowship programme.
7. Contribute to CSaP's strategy, external, relations and development, working with the Executive Director and other members of the CSaP team to develop and deliver CSaP's strategic vision.

# Person Specification

Candidates will be considered for the Professorship on the basis of the following selection criteria, which you should address in your application.

Criteria	Essential	Desirable
<b>Education</b>		
Bachelor's degree or equivalent	✓	
Postgraduate degree or equivalent		✓
Familiarity with the University research environment in the UK	✓	
Knowledge of the public policy making and delivery environment in the UK		✓
Flexible working methods and ability to work on own initiative at a senior level	✓	
Experience of operational delivery of excellent services to demanding and high-level stakeholders		✓
Strong project delivery, organisational and administrative skills (essential)	✓	
Ability to comprehend a sufficient level of complex information about research across all academic disciplines and use this to in matching experts with Policy Fellows	✓	
Excellent interpersonal and communication skills, able to build effective relationships with people of all levels (essential)	✓	
Commitment to service-led ethos (essential)	✓	
High level of attention to detail – “completer/finisher” mindset (essential)	✓	
Excellent team player (essential)	✓	
Ability to represent the Centre at relevant meetings with people at all levels, including attending relevant meetings and delivering presentations when necessary (essential)	✓	
Experience of funding and grants application processes and of securing income (desirable)		✓
Previous experience of managing budgets (desirable)		✓

Experience of planning and managing the activities of team members, paying attention to objectives, resource constraints and future sustainability (desirable)		✓
Willingness to travel in the UK for meetings (essential)	✓	
Ability to respond to out-of-hours urgent calls related to Policy Fellowships when necessary (essential)	✓	

# Cambridge Judge Business School



Cambridge Judge Business School ([www.jbs.cam.ac.uk](http://www.jbs.cam.ac.uk)) is a world-leading business school at the University of Cambridge and is globally recognised for its research, teaching and impact. CJBS is in the business of transformation of individuals, of organisations and society. Through cutting edge research rooted in real world challenges and innovative teaching and pedagogy platforms, we seek to help students and clients ask the right questions to create and deliver change in society and the economy. Faculty members at CJBS work with some of the world's leading organisations whether through collaborative research or in an executive education capacity. The Business School is situated within central Cambridge, which is in close proximity to London. At the same time, it is at the centre of 'Silicon Fen', Europe's fastest growing technology-based industrial centre, which gives unprecedented access to large multinationals and to hundreds of smaller entrepreneurial organisations in emerging industries. In addition, the interdisciplinarity that characterises research at Cambridge ensures faculty contact across a wide

range of departments and expertise, thus promoting cross-fertilisation of ideas.

# Terms of Appointment

## Tenure and Probation

This position is offered on a fixed term basis for one year, or the return of the post holder, whichever is the earlier.

Applications are welcome from internal candidates who would like to apply for the role on the basis of a secondment from their current role in the University.

Appointment will be subject to satisfactory completion of a probationary period of 9 months.

## Salary

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 salary range will be £42,149-£53,348 per annum for full-time equivalent.

## Working Pattern

The appointment is full-time.

## Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees,

annual leave will be pro rata'd based on days worked.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme), a defined benefits pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University:

[www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/)



## General information

### Pre-employment checks

**Right to work in the UK** - We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. Accordingly, shortlisted candidates, whatever their nationality, will be asked to provide such evidence at an appropriate stage in the recruitment procedure. If you do not have the right to work in the UK already, any offer of employment we make will be conditional upon you gaining it.

**Health Declaration** - Offers of appointment made to prospective University officers whose work will fall within certain categories are conditional on the completion of a medical questionnaire and, if necessary, on a satisfactory health check by the Occupational Health Service. Only the person elected will be asked to complete the questionnaire, at the time of election.

**References** – Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

### Equal Opportunities

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, 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.

### Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at

this level within our University.

### Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at:

<https://www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact Alicja Zavros, who is responsible for the administration of the recruitment process for this position, by email on: [hr@jbs.cam.ac.uk](mailto:hr@jbs.cam.ac.uk)



# The University

**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.





# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/relocation>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme for academic and academic-related staff](#), with additional flexible working policies for all other staff.

## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



## CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the [purchase of train season tickets, bulk buy tickets](#) and an interest free travel to work loan are also available for staff of the University.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



# How to Apply

Applications, consisting of an application form, CV and covering letter, should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. 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 August 2022**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Informal enquiries about this Professorship are welcomed and should be directed to the School's HR Team at [hr@jbs.cam.ac.uk](mailto:hr@jbs.cam.ac.uk)



