

Cambridge Judge Business School

Research Assistant & Experimental Laboratory Manager Reports to Director of Experimental Lab & Research Manager

Closing date: 30 January 2026

Job reference: NS48304

<https://www.jbs.cam.ac.uk/>

JUDGE BUSINESS SCHOOL



UNIVERSITY OF
CAMBRIDGE
Judge Business School

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Background

Since 1990, Cambridge Judge Business School has forged a reputation as a centre of rigorous thinking and high-impact transformation 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.

Cambridge Judge Business School has a world-class faculty, representing all continents, whose research interests span the globe and the full spectrum of business issues. Many are leaders in their field, directing cutting-edge research and consulting for businesses and government. As part of one of the world's leading universities, Cambridge Judge Business School is home to one of the largest concentrations of interdisciplinary business and management research in Europe.

We are seeking a Research Assistant & Experimental Lab Manager to provide project-specific research assistance to any member of CJBS faculty undertaking behavioural/experimental research.



The role

The role holder will help run and develop the School's experimental laboratory and assist with both experimental and survey research projects conducted by all members of the School with interests in experimental research. This will include material and stimulus development, participant recruitment, data collection, data preparation and analysis, and archiving.

The role holder will be subject to a dual line management structure reporting to Prof Andreas Richter and Mrs Katie Jones.

For more information, please find the Cambridge Experimental & Behavioural Economics Group webpages here:
<https://www.jbs.cam.ac.uk/faculty-research/initiatives/cebeg/>.

Start date:
ASAP

Salary:
£33,002-£35,608

Contract:
Permanent

Working pattern:
37 hours per week
Monday-Friday

Location:
Trumpington Street Cambridge |
Hybrid working available

Department:
Research Support

Reports to:
Andreas Richter/Katie Jones

Main responsibilities | continued

Research

- Develop material for research projects, such as questionnaires and experimental stimuli, in close coordination with faculty.
- Select target populations for data collections and recruit participants for research purposes in close coordination with faculty.
- Secure an efficient and timely data collection process for experimental and behavioural research projects.
- Prepare data for analyses and conduct statistical analyses for faculty.
- Establish and maintain an archive of experimental and behavioural research projects.
- Research and introduce new technologies and methodologies to advance experimental and behavioural research.
- Assist in the writing-up of research work for presentation and publication.
- Continually update knowledge and understanding of trends in experimental and behavioural research.
- Translate knowledge of advances in experimental and behavioural research into research activity.
- Assist in the preparation of proposals and applications to external bodies, e.g. for funding or contractual purposes.

Liaising and networking

- Liaise with faculty and PhD students to plan and conduct experimental and survey studies, to market the experimental laboratory, and to continually develop and expand the research capabilities for experimental and behavioural research at the School.
- Advise the Research Manager and ethics review group on participant payment and methodological issues in ethical clearance requests.
- Ensure compliance with ethical, financial, and procedural requirements; communicate and enforce lab policies with professionalism and clarity.
- Liaise with the School's Finance Manager on payment processes.
- Liaise with the IT Manager on technological issues.
- Liaise with the School's Facilities Manager on issues relating to rooms and equipment.
- Liaise with HR on involvement of research volunteers and assistants.
- Liaise with other departments at the University of Cambridge to establish and maintain collaborations in the domain of experimental and behavioural research, and to market the experimental laboratory.
- Build internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration, for example, with other experimental and behavioural laboratories in the UK and elsewhere.

Main responsibilities | continued

Planning and organising

- Plan and implement experimental and survey research on behalf of faculty for behavioural studies using the SONA participant pool, Prolific, and/or the physical lab.
- Support and advise students to enable them to take the lead in running both physical and online studies.
- Manage the organisation and finances of the institutional Prolific account, including responsibility for the lab's departmental credit card (subject to authorisation by the CJBS Head of Finance).
- Plan and coordinate the use of research resources and the experimental laboratory.
- Coordinate and supervise research assistants and student helpers involved in lab studies.
- Recruit participants to join our subject pool, and research volunteers to help run studies.
- Maintain participant pool quality, including database updates, integrity checks, and recruitment strategy
- Continually update and develop the database of participants, in liaison with the IT Team.
- Maintain and further develop the website of the experimental lab, in liaison with the Online Communications Team.
- Develop and maintain documentation and standard operating procedures to ensure consistent and efficient use of the experimental lab.
- Maintain and troubleshoot laboratory hardware and software, including coordinating updates, installations, and equipment replacement cycles.
- Monitor and report on the activities of the experimental laboratory.
- 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 covering letter demonstrating how your own experience meets these requirements.

- A Master's degree in Psychology or Organisational Behaviour or behavioural field (e.g., Consumer Behaviour, Behavioural Engineering) or equivalent educational level is required.
- A keen interest in management-related experimental and behavioural research.
- Research experience with sufficient knowledge in the discipline and of research methods and techniques.
- Excellent organisational skills, excellent time management and planning skills with a commitment to delivery.
- Very good statistical skills, with considerable expertise in relevant software such as SPSS, R and Matlab.
- Very good IT skills, interest in technological developments, considerable expertise in experimental software, and some expertise in databases and programming.
- Able to work independently, driven and committed, demonstrating initiative and self-motivation.

Terms of appointment

Tenure and probation:

This is a permanent appointment. Appointments will be subject to satisfactory completion of a 6-month probationary period.

Hours of work and working pattern:

Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range of £31,236 - £35,608 per annum. Holiday entitlement and salary will be pro-rated for part-time workers.

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.

Pension:

You will automatically be enrolled to become a member of CPS (Cambridge University Assistants Contributory Pension Scheme (CPS).

For further information please visit: <https://www.pensions.admin.cam.ac.uk/>

Pre-employment checks

Right to work in the UK:

We have a legal responsibility to ensure that you have the right to work within the UK before you can start working for us. If you do not have the right to work within the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Qualifications:

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of these qualifications.

References:

Offers of appointment will be subject to the receipt of satisfactory references.

Health Declaration:

Once an offer of employment has been made, the successful candidate will be required to complete a work health declaration form.



Benefits

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

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, Cambridge Judge is a great place to work. We give access to numerous discounts on shopping, health care, financial services and public transport. We also offer a generous workplace pension and a tax-efficient bicycle scheme. As well as this, our teams benefit from extensive opportunities for training and development, as well as access to a range of social and family-friendly activities within and outside of Cambridge Judge.

Key benefits include:

- A generous annual leave allowance of 28 days plus bank holidays (pro-rata for part-time staff and those joining or leaving the company within the year).
- Enhanced family and other leave, which includes: maternity leave of 26 weeks at full pay, paternity leave of 12 weeks at full pay, neonatal care leave of up to 12 weeks at full pay, up to 5 days per year of emergency leave and discretionary compassionate leave.
- Annual pay reviews, nationally negotiated on behalf of the University of Cambridge in line with the annual cost of living increase.
- An attractive pension scheme.
- The CJBS Food Club App allows all employees 1 free hot drink from our café per day and subsidised rates on food in the café and restaurant.
- Regular social activities, including yearly summer and Christmas parties and Christmas lunches, as well as other activities throughout the year such as celebrations of the Chinese New Year, Halloween, Thanksgiving, sports activities, tours of Cambridge and more.
- Various forms of personal and professional development, including a mentoring scheme, the opportunity to participate in Executive Coaching, LinkedIn Learning and a Learning and Development team.
- Use of Free Botanical Garden passes to enjoy with friends & family.

Further details can be found at: <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. There is also a range of information about living and working in Cambridge at: <https://www.cam.ac.uk/jobs>.

CAMBens employee benefits. The University offers employees a wide range of competitive benefits, known as CAMBens, which staff are able to access. CAMBens offers something for everyone across a range of categories, including:

- Financial Benefits, including discounts and vouchers at hundreds of retailers, a TOTUM card, Costco membership and a Payroll Giving scheme;
- Travel Benefits, including a Cycle to Work scheme, Dr Bike repair sessions, discounts on bus and train tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare in the form of workplace nurseries and playschemes, family friendly policies, and access to the Botanic Gardens, Museums, Colleges and a variety of other activities across Cambridge;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, Occupational Health Service, discounts at the University Sports Centre and other local gyms, and a healthcare scheme.



Equality of opportunity at the University

The University has built its excellence on the diversity of its staff and student community, and Cambridge Judge Business School fully commits to Equality, Diversity and Inclusion (EDI) for everyone.

We encourage applications from all sections of society and appointments are made based on merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, the Disabled Staff Network, the Race Equality Network and LGBT+ Staff Network. More details are available here: <https://www.equality.admin.cam.ac.uk>.

Cambridge Judge is proud to have been awarded the Athena Swan Bronze Award, recognising our commitment to advancing gender equality. This accolade reflects our dedication to creating a fair and supportive environment for all. For our employees, it signifies a workplace that values diversity and actively promotes equal opportunities for career advancement.

Disability Confident

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-z/disabled-applicants-and-members-staff#support>.

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.

If you prefer to discuss any reasonable adjustments connected with a disability, please contact CJBS HR Team: hrsupport@jbs.cam.ac.uk.



About the School

Cambridge Judge Business School is one of the Departments that is part of The School of Technology. The School of Technology is one of six academic divisions at the University of Cambridge. The School brings together departments and institutes working at the forefront of technological and societal progress, including the Department of Engineering, Department of Chemical Engineering and Biotechnology, Cambridge Institute for Sustainability Leadership, Cambridge Judge Business School, and the Department of Computer Science and Technology. Dedicated to benefitting society through advancing the frontiers of technology and the economies and enterprises into which it is deployed, we deliver outstanding education, conduct world-class research, and foster discovery and innovation. We support students, staff, industry, and society by nurturing talent, promoting individual enterprise, and building partnerships that benefit society.

We strive to continue to be a global leader in education, research, and innovation, inspiring a diverse community of staff, students, alumni, and external partners that drives technological progress and societal impact. Building on the fundamental underpinning technologies that we work on, we envision a future where our commitment to excellence and collaboration empowers individuals and industries to meet complex challenges and shape a better world.

Our four strategic research themes – Sustainable Future, Health and Wellbeing, Increased Competitiveness, and Security and Resilience – guide interdisciplinary collaboration and reflect our ambition to address some of the most pressing global challenges through technological innovation. We are proud to foster a welcoming, inclusive, and supportive environment where people from all backgrounds can thrive. We value diversity and promote equal opportunities, recognising that a wide range of experiences and perspectives strengthens our community and our work. International staff are a vital part of our success, and we aim to support all new colleagues in their transition to life and work in Cambridge. Our staff benefit from access to outstanding resources, a vibrant global academic community, and a wide range of personal and professional development opportunities.

The School plays a key strategic role in supporting its departments, allocating resources, shaping academic and financial planning, and advancing initiatives in research, infrastructure, education, and engagement. The School Office, led by the Head and Secretary of the School, supports governance, coordination, and services across departments. For more information about the School and its departments, please visit: <https://www.tech.cam.ac.uk/>.



How to apply

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at <https://www.cam.ac.uk/jobs> 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.

Applicants are required to provide details of two referees. Typically, referees will not be contacted until an offer has been made. In exceptional circumstances, we may need to contact your referees at an earlier stage of the recruitment process; however, this will only be done with your prior consent.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying or at interview if your application is successful.

If you have any queries regarding this role, please contact Olivia Westwood (HR team) – o.westwood@jbs.cam.ac.uk

The closing date for applications is 30 Jan 2026.

The interview date for the role is week commencing 09 Feb 2026.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

We look forward to hearing from you!