

# Research Assistant

## Faculty of Economics

Closing date: 15 December 2024



# Research Assistant – Faculty of Economics

**Salary:**

As specified in the advert.

**Contract:**

As specified in the advert.

**Location:**

Cambridge

**Department:**

Faculty of Economics

**Responsible to:**

Principal Investigator

**Working Pattern:**

Full Time

**Key duties and responsibilities****1) Research and scholarship:**

- undertake basic research for example by preparing, setting up, conducting and recording the outcome of experiments and field work, the development of questionnaires and conducting surveys, using straightforward mathematical modelling or scientific computation;
- conduct literature and database searches;
- continue to update knowledge and develop skills;
- write up results of own research;
- contribute to the production of research reports and publications;
- present information on research progress and outcomes to bodies supervising research, e.g. steering groups, sponsors or members of research groups;

- prepare papers for steering groups and other bodies;
- make use of standard research techniques and methods;
- analyse and interpret the results of own research and generate original ideas based on outcomes.

**2) Teaching and learning support:**

- may assist in the supervision of student projects
- provide limited supervision, instruction to classes

**3) Liaison and networking:**

- liaise with colleagues and students on routine matters;
- make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.

**4) 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.



# Role Detail

## Role Purpose

The purpose of this role is to support and maintain the University's national and international reputation for excellence in teaching and research. Contribution to excellence in research will be as a member of a research team carrying out research under the direction of a principal investigator to include data collection, analysis, and some interpretation. Contribution to publications may be encouraged. Contribution to teaching within the department/faculty will include assistance in the supervision of students and some limited supervision of classes. The role holder will participate in the overall contribution of the department/faculty, as appropriate.

## Appointment

Recruitment to a role at this level is determined only by personal merit and the application of criteria related to the duties of the role. Normally, posts are advertised, and an appointment made by open competition.

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level

pre-employment checks are dependent on the role and is detailed in the advert and/or further particulars. Offers of employment will be conditional upon the satisfactory outcome of all required pre-employment checks and whether an outcome is satisfactory will be determined by the University.

## Service Delivery

- Responding to requests for data analysis and reporting outcomes.
- Provides limited administrative support to colleagues/Principal Investigator.

## Promotion

Role holders who gain their doctorate during the course of employment will normally be recommended for promotion to Research Associate if appropriate for the duties and responsibilities of the post. Promotion is not automatic and is dependent upon the role holder fulfilling all the duties of that role.

## Key Contacts

Key contact(s)	Purpose of contact	Frequency of contact
Academic supervisor	Support and guidance in research	Daily
Academic and research staff within research group and/or department/faculty	Exchange of information	Daily
Postgraduate students	Exchange of information	Daily
Academic staff from other institutions	Exchange of research information	Weekly
Support staff	Using libraries, laboratories, computing provision	Weekly

**Decision Making**

Decisions taken by the role-holder without reference to others.

- Takes decisions in relation to research project(s) e.g. methodologies/technique to use for own research.

Decisions taken by the role-holder in collaboration with others.

- With colleagues in research team /supervisor on the direction of the research project.
- Some purchasing decisions covering materials/equipment in common use.

Decisions taken by others following advice or input by the role-holder.

- Contributes to decisions affecting the work of the team.

**Problem Solving**

- Use initiative and creativity to solve routine problems in relation to the research project, e.g. methodological, technical problems.
- Refer more difficult problems to supervisor.

**Work Environment**

Either:

- the role holder works in a stable environment such as an office, using standard equipment such as a personal computer.

Or:

- the role holder works in a laboratory/research environment using specialist technical equipment where consideration for the health and safety of themselves or others working in the area is an important requirement.

**Teaching/Training***a. Team Development*

- Contributes to discussions as a member of a research team.

*b. Teaching and Learning Support*

- Provide guidance as required to support staff /students who may be involved with the research.
- Some limited supervision of classes.
- Contribute to introductory courses e.g. on use of research methods and equipment.

## Person Specification

Criteria	Essential	Desirable
<b>Education</b>		
Educated to first degree level	✓	
<b>Specialist knowledge &amp; skills</b>		
Possess sufficient breadth or depth of knowledge in the discipline and of research methods and techniques to work within own area	✓	
<b>Experience and achievements</b>		
The role holder will have limited or no previous research experience, or the scope of the role will require limited independent judgement and creativity	✓	

# The Faculty of Economics



**The Faculty is based in the Austin Robinson building on the Sidgwick site of the University of Cambridge. The Austin Robinson Building has excellent computing facilities, an outstanding library (the Marshall Library) and the University copyright library.**

The Faculty is one of the largest in the country, having in the region of 100 staff members, comprising 40 full-time teaching officers, including 20 Professors, and 30 academic-related and support staff. There is a large and growing cohort of postdocs: approximately 13 at present.

## Research

The Faculty has a vibrant research environment with regular seminars in microeconomics, macro-economics and econometrics and additionally more specialized seminars reflecting the research interests of Faculty members.

The receipt of substantial funds has enabled the Faculty to establish the Janeway Institute. The objects and purpose of the Institute are to act as a global centre of excellence for fundamental research in economics, a hub of a global network and endeavour to share best practice. The Institute runs many events throughout the year bringing economists from all over the world to Cambridge

## Teaching

In the most recent HEFCE Quality Assurance Agency for Higher Education audit, the Faculty was awarded a total of 24 points out of 24, having been rated with full marks in all aspects of teaching provision.

Roughly 170 undergraduates are admitted each year to read for the three year Economics Tripos. Competition for entry is stiff: only students with the top grades in A level examination are admitted. Approximately 150 students are admitted to the MPhils in Economics and Economic Research, 25 to the MPhil in Finance and Economics and 25 students to the Diploma each year. MPhil students are drawn from a pool of more than 800 applicants from all over the world. Around 15 students are also admitted into the PhD programme each year.

The Faculty has an active graduate programme. There are MPhil programmes in Economics and Economic research, and the MPhil in Finance and Economics. There is also a one-year Advanced Diploma in Economics which together with the above one-year MPhil programmes constitutes a two-year masters programme.

# Terms of Appointment

## Tenure and probation

Appointments will be made on a fixed-term basis for a period of 12 months as your employment relies on the availability of finite funds for a specific purpose that are not part of the University's general revenues. Appointments will be subject to satisfactory completion of a six-month probationary period.

## Hours of Work and Working Pattern

The appointment is full-time.

## 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/).

## 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 prorated based on days worked.

## 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. 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. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

**Health declaration** - once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

**References** - Offers of appointment will be subject to the receipt of three satisfactory references with at least one external to the University.

**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.

**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 <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

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 special arrangements connected with a disability, please contact Monika Czajka, who is responsible for recruitment to this position, on 01223 335241 or by email on [hr@econ.cam.ac.uk](mailto:hr@econ.cam.ac.uk)

# Application Detail

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. In addition to completing the online application, please ensure that you upload the application documentation as follows:

- A Curriculum vitae.
- Expression of interest cover letter outlining how you would be able to contribute to in light of your research interests.
- A job market paper.
- Supplementary material such as other available research papers.

If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.



# The University

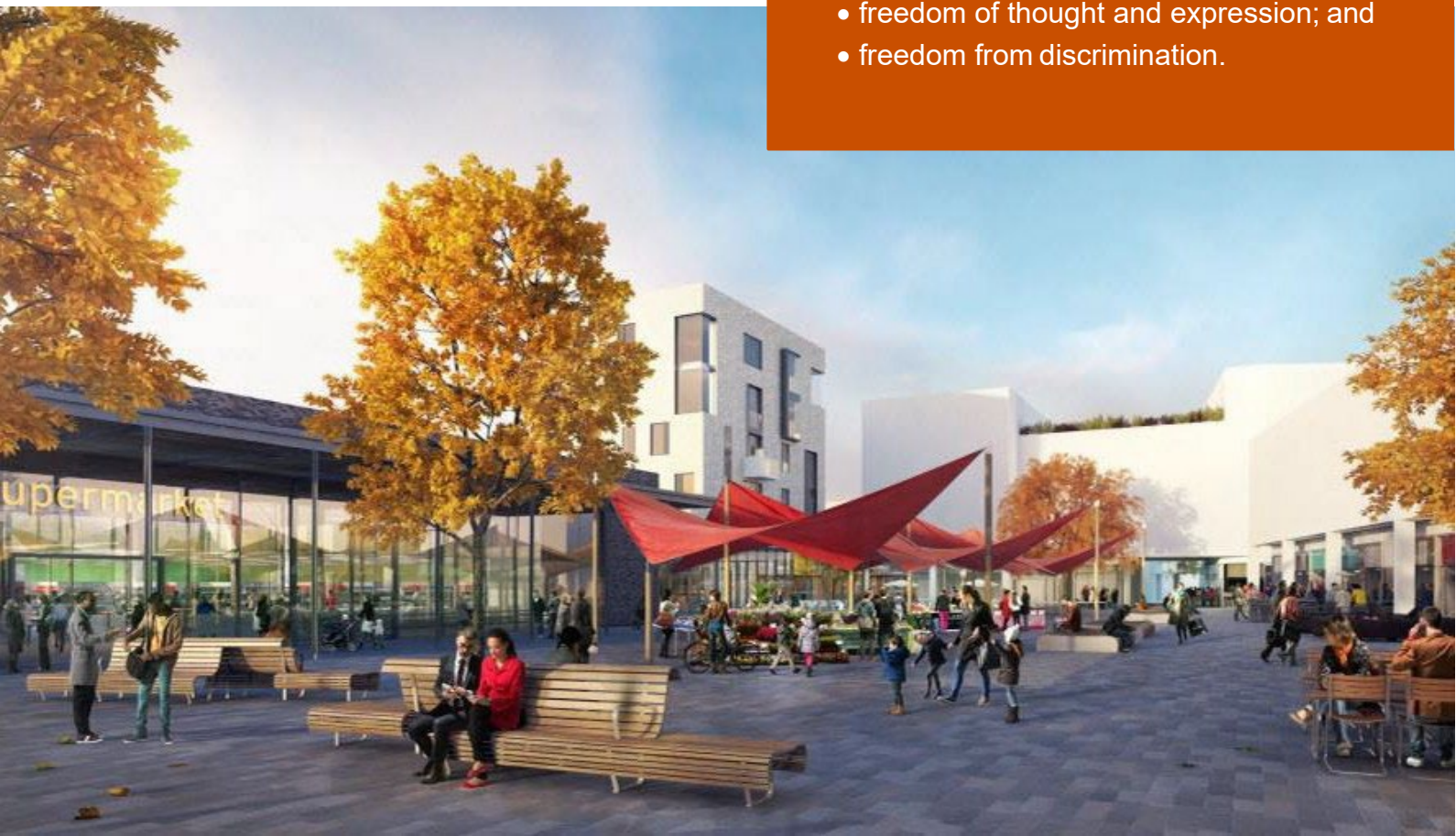
**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates 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 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 £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds 400 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.

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.

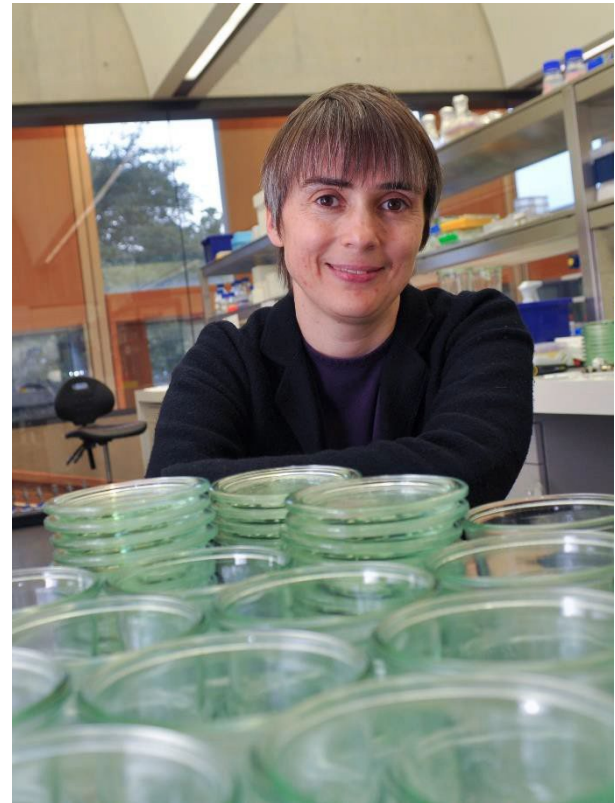
Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based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

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.

# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 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. Further-more, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. 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 has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.



## 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.

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.

Further information about attractions in and around Cambridge can be found at [Visit Cambridge](https://www.visitcambridge.org/), the official tourism website for the city.

# 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.



## **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. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 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

## **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 emergency family care support via My Family Care. In addition, our highly regarded workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. 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 Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.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.

# What Cambridge can offer

## 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.

## Relocating to Cambridge

The University Accommodation Service 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](http://www.nwcambridge.co.uk). The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme

<https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme>

provides financial assistance to qualifying new staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

## Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. 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>



## 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.

Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

*Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016*

# How to apply

Applications 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. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to:

**Email:** [ji@econ.cam.ac.uk](mailto:ji@econ.cam.ac.uk)

If you have any queries regarding the application process please contact: [ji@econ.cam.ac.uk](mailto:ji@econ.cam.ac.uk)



UNIVERSITY OF  
CAMBRIDGE