****Selection Criteria: HR6

[This will form the basis of your Person Profile and Interview notes]

|  |  |
| --- | --- |
| Vacancy Title  |  |
| Department / Institution |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Selection Criterion** | **Positive Indicators** | **Essential or Desirable** | **Weighting** **(if any)** | **Selection Method(s) for Assessing** |
| **No.** | **Name/Description** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

****

**Further Information: HR7.**

|  |  |
| --- | --- |
| Job title | **[Delete and complete as appropriate]**Research Assistant/Associate in …Senior Research Associate in… |
| Grade | 5/7 OR 9 |
| Salary range | Research Assistant: £33,002 - £35,608Research Associate: £37,694 - £46,049OR Senior Research Associate: £47,389 - £59,966 |
| Staff Group | Research |
| Department / Institution | Department of Engineering |

Role-specific information

Role Summary

**[Summarise what the job is for and what the roleholder is expected to achieve, in language appropriate to an external audience. Do not include selection criteria in this section.]**

Appointment at Research Associate level is dependent on having a PhD (or equivalent experience).

**[Remove if not a Research Assistant/Associate position.]** Those who have submitted but not yet received their PhD will be appointed at Research Assistant level, which will be amended to Research Associate once the PhD has been awarded.

**[If you specifically require or would consider an applicant with ‘equivalent experience’ to a PhD, please use the above clause, ie ‘Appointment at Research Associate level is dependent on having a PhD (or equivalent experience)’.]**

**[Remove if not a SRA position.]**

Appointment at Senior Research Associate level is dependent on significant experience as a postdoctoral research associate or equivalent, with proven impact from authored publications.

Key Responsibilities

**[This section should incorporate elements of the Generic Role Description *as well as* responsibilities specific to this vacancy- not just one or the other.]**

|  |  |
| --- | --- |
|  | **%** |
|  |  |
|  | **%** |
|  |  |
|  | **%** |
|  |  |
|  | **%** |
|  |  |

|  |  |
| --- | --- |
| **Location** | **\*Delete as applicable:** \*Department of Engineering, Trumpington Street, Cambridge. CB2 1PZ\*Department of Engineering, The Whittle Lab, 1 JJ Thomson Avenue, Cambridge, CB3 0DY\*Department of Engineering, The Schofield Centre, High Cross, Madingley Road, Cambridge, CB3 0EL\*Department of Engineering, The Institute for Manufacturing, Alan Reece Building, 17 Charles Babbage Road, Cambridge. CB3 0FS\*Department of Engineering, The Nanoscience Centre, 11 JJ Thomson Avenue, Cambridge. CB3 0FF\*Department of Engineering, The Electrical Engineering Building, 9 JJ Thomson Avenue, Cambridge. CB3 0FA\***Cambridge Graphene Centre,** 9 JJ Thomson Avenue, Cambridge, CB3 0FA\* Department of Engineering, Civil Engineering Building, 7a JJ Thompson Avenue, Cambridge, CB3 0FA.\*Other |
| **Working pattern** | Full time\* / Part time\* |
| **Hours of Work** | Your employment is full time.\***Or**Your employment is part time, the hours of work corresponding to the percentage of basic salary.\*There are no conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution, or his/her nominee. |
| **Length of appointment** | Months **or** end date Or The funding is for XX months or through until DD MM YYYY, whichever of these comes soonest. |
| **Limited funding** | This post is funded by [delete as applicable] non-central sources/a research grant or contract and, in the event that this funding should cease, the post may be at risk of redundancy. In the first instance, the funding supporting the post ends on funding end date/ is available for [length of appointment] and the head of department, or his/her nominee, will keep the role holder informed of the funding situation. |
| **Probation period** | [Delete as applicable]\*Period of appointment: more than 3 months but less than 1 year: probation period is 3 months.\*Period of appointment:1 year or more: probation period is 6 months.Information at: <http://www.admin.cam.ac.uk/cam-only/offices/hr/probation/length.html>  |
| **Annual leave** | Full time employees are entitled to annual paid leave of 6.6 weeks (or 41 days for those working full time), inclusive of public holidays (pro-rata for part-time staff). The period for calculating entitlement to holiday leave in any particular year is the academic year i.e. 1 October to 30 September. |
| **Pension eligibility** | You will automatically become a member of the Universities Superannuation Scheme (USS) on commencement of employment. Please note that it is not possible to opt out of the scheme until you have received certain specified information about the pension scheme and this will be sent to you shortly after you have been paid for the first time. Pension scheme details are available on our web pages at: <http://www.pensions.admin.cam.ac.uk/>. Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme is available on our web pages at: <http://www.pensions.admin.cam.ac.uk/auto-enrolment-workplace-pensions>. |
| **Retirement age** | The University does not operate a retirement age for research staff. Further details are available in the University Retirement Policy on our web pages at <http://www.hr.admin.cam.ac.uk/policies-procedures/retirement-policy/statement-policy>. |

Person Profile

[The content of this section should be based around the HR6: Selection Criteria]

This section details the knowledge, skills and experience we require for the role.

|  |  |
| --- | --- |
| **Education & qualifications** | Assistant/Associate only: Applicants must have (or be close to obtaining) a PhD in…[If you have previously included ‘equivalent experience’ to a PhD, please also include this here.] |
| **Specialist knowledge & skills** |  |
| **Interpersonal & communication skills** |  |
| **Relevant experience** |  |
| **Additional requirements** | [Note for SRA roles: SRA roles are grade 9 and the research record is expected to be close to that of an Assistant Professor. This is judged to be a minimum of four strong scholarly journal publications. The publication threshold is a "rule of thumb" to help achieve consistency. The level of four publications is the lowest possible limit at which an appointment could be credible.]  |

Terms and Conditions [Delete/amend/add to the following as appropriate to the appointment.]

Pre-employment Check Requirements

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 to you 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/>)*.*

[Delete/amend the following paragraph as applicable.]This role requires a Standard Disclosure and Barring Service (DBS) Check/an Enhanced Disclosure and Barring Service (DBS) check/a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University. [Delete the following sentence if not applicable.]The nature of this role means that the successful candidate will also need to undergo a health assessment.

Application Process

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. 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.

Please ensure that you upload your Curriculum Vitae (CV) and a covering letter [add up to 3 further documents needed e.g. research publication list] in the Upload section of the online application. If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

If you have any questions about this vacancy, please contact [insert contact details: PI/academic contact for queries of a technical nature related to the role and an admin contact for queries related to the application process].

[Add any further details as required e.g. anticipated dates of selection events, details of selection process.]

General Information

The University of Cambridge

The University of Cambridge is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

Department of Engineering

The Department of Engineering is the largest department in the University of Cambridge, representing approximately 10% of the University's activities by the majority of common metrics, and is one of Europe's largest integrated engineering departments. It achieves the highest standards in both research and teaching. Its international reputation attracts the best students, academics, sponsors and partners from around the world.

The Department seeks to benefit society by creating world-leading engineering knowledge that fosters sustainability, prosperity and resilience. We share this knowledge and transfer it to industry through publication, teaching, collaboration, licensing and entrepreneurship. By integrating engineering disciplines in one department, we can address major challenges and develop complete solutions, serving as an international hub for engineering excellence.

[You may wish to give details about the team/section the role is based in if this has not been covered yet.]

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

* **Excellent benefits –** You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University [Accommodation Service](http://www.admin.cam.ac.uk/offices/accommodation/) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation. You may find the pages at [www.internationalstaff.ac.uk](http://www.internationalstaff.ac.uk) helpful in planning a relocation.

* **A welcoming and inclusive environment -** We will help you settle into your new role and working environment through a central [University induction event](http://www.admin.cam.ac.uk/offices/hr/staff/new/probation.html), local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

* **Extensive development opportunities -** The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
* A [wide-range of training courses](http://www.training.cam.ac.uk/) and online learning packages.
* The [Staff Review and Development (SRD) Scheme](http://www.admin.cam.ac.uk/offices/hr/policy/appraisal/), which is designed to enhance work effectiveness and facilitate career development post-probation.
* [Leave for career and personal development](http://www.admin.cam.ac.uk/offices/hr/staff/benefits/careers.html), including long-term study leave for assistant staff and sabbatical leave for academic staff.
* The [CareerStart@Cam programme](http://www.admin.cam.ac.uk/offices/hr/jobs/careerstart/), which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
* [Reduced staff fees](http://www.admin.cam.ac.uk/offices/gradstud/fees/costs/stafffee.html) for University of Cambridge graduate courses.
* The opportunity to attend [lectures and seminars](http://www.cam.ac.uk/staffstudents/seminars.html) held by University departments and institutions.
* Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.admin.cam.ac.uk/offices/hr/staff/benefits/>. A range of information about living and working in Cambridge is also available to you within the University’s web pages at <http://www.jobs.cam.ac.uk/> and <http://www.admin.cam.ac.uk/offices/hr/staff/>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one 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.

We have various diversity networks to help us 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, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

The Department is committed to promoting gender equality as part of a landscape of encouraging diversity, tolerance and a culture of mutual support. The dedicated Diversity Committee oversees equality, diversity and inclusion related activities in the Department, and holds regular events to promote Engineering to under-represented groups. The Department was first granted an Athena SWAN Silver Award in 2017, which was renewed in September 2020 to recognise the Department’s ongoing commitment to advancing the careers of women in STEMM. The Department of Engineering continues to make excellent progress towards achieving gender balance amongst its staff and students. More information on the Athena SWAN Charter can be found [here](https://www.advance-he.ac.uk/equality-charters/athena-swan-charter).

Information if you have a Disability

The University welcomes applications from individuals with disabilities and 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, Name [Your Process Administrator], who is responsible for recruitment to this position, on telephone number or by email on email address. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.

**Department of Engineering Research Office**

**REQUEST TO ADVERTISE**

Before completing this form please see the Research Office website pages on Recruiting Research Staff at

[**https://www.researchandfinance.eng.cam.ac.uk/research-staff-visitors/staff-recruitment**](https://www.researchandfinance.eng.cam.ac.uk/research-staff-visitors/staff-recruitment)

**PhD studentships must be advertised via the Graduate Studies Office, not the Research Office**.

**\*The University’s new redeployment framework came into effect on the 25th October 2021, further details on this can be found through the Engineering Bulletin link here:** [**https://bulletin.eng.cam.ac.uk/2021/09/university-redeployment-framework-to-be-launched-on-25-october-2021/**](https://bulletin.eng.cam.ac.uk/2021/09/university-redeployment-framework-to-be-launched-on-25-october-2021/)**. Please read through this carefully to ensure you understand the new process and criteria, sending us additional supporting documentation associated with this where applicable. As standard, all our adverts will be made eligible within the framework unless exemption is requested by the PI and the request approved.**

|  |  |
| --- | --- |
| **Name of Grant Holder/ PI** |  |
| **Division** |  | **Research Group** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title**

|  |  |
| --- | --- |
| **Research Assistant (Grade 5)** |  |
| **Research Assistant/Associate (Grade 5/7)** should be recognised as a Research Associate/Grade 7 role\* Appointment at Research Associate level is dependent on having a PhD. Those who have submitted but not yet received their PhD will be appointed at Research Assistant level, which will be amended to Research Associate once the PhD has been awarded. \* |  |
| **Senior Research Associate (Grade 9)** |  |
| Other: please get in touch with the Research Office if you have requirements that may demand other types of advert. |  |

 |
| **Job Title** (as it will appear in the advert) |  |
| *[e.g. Research Assistant/Associate in ……or if more than one researcher for the same post then Research Assistants/Associates* |
| **Hours of work** | Full Time  |  | ***or*** | Part Time |  | %f/t |  | **Number of posts** |  |
|  |  |  |  |
| **Planned advert placement date** | **ASAP OR date** | **Advert open period-**  | **2 weeks minimum\*** |
| **Interview date** | Provide dates or approx range  |  | *or* | Interviews will be held with selected candidates as soon as possible after the closing date. |

|  |  |  |
| --- | --- | --- |
| **Job start date estimate** (dd/mm/yyyy) |  |  |
| **Job end date (dd/mm/yyyy)** [Please enter end date OR job tenure period, not both] |  | **OR Job tenure in months** |  |
|  | **OR The funding is for XX months or through until DD MM YYYY, whichever of these comes soonest.** |
|  |
| **Reason for limit of tenure** *E.g. Limited funding (for a specific purpose)* |  |

|  |  |
| --- | --- |
| **Is this a new job?** (i.e. not a previous position being re-advertised)? | Yes / No |
| **Is this a post previously occupied and now vacant?** (why is it now vacant)?If yes, name previous occupant | Yes / No |

|  |  |
| --- | --- |
| **Advertise on University Vacancies website** *(compulsory)* | Yes  |
| **Advertise on** [**www.Jobs.ac.uk**](http://www.Jobs.ac.uk) *(optional)* |  |
| **Edit the main body template** For more information please see the Example Recruitment Pack. The link is available at the following page: <http://www.eng.cam.ac.uk/research_office/camonly/Employing>  |
| (**430** words maximum **including** contact details)A position exists, for a **[Research Assistant/Associate OR Senior Research Associate]\*** in the Department of Engineering, to work on **[specify project / area of research].** The post holder will be located in **[Central Cambridge/ West Cambridge/ other]\*** Cambridgeshire, UK.The key responsibilities and duties are [**copy from the Role Description see PD33]**The skills, qualifications and experience required to perform the role are **[For Research Assistant/Associate, must include “has obtained or is close to obtaining a PhD” in the body text. Copy skills and experience from your Selection Criteria. Selection Criteria must be based on the Person Profile in the Role Description in the PD33.]\***Appointment at Research Associate level is dependent on having a PhD [\*\*]. Those who have submitted but not yet received their PhD will be appointed at Research Assistant level, which will be amended to Research Associate once the PhD has been awarded. [Remove if not a Research Assistant/Associate position.]Appointment at Senior Research Associate level is dependent on significant experience as a postdoctoral research associate or equivalent, with proven impact from authored publications. [Remove if not a SRA position.]Salary Ranges: Research Assistant: £33,002 - £35,608Research Associate: £37,694 - £46,049OR Senior Research Associate: £47,389 - £59,966delete as appropriate[\*\* If you specifically require or would consider an applicant with ‘equivalent experience’ to a PhD, please amend the above clause, ie ‘Appointment at Research Associate level is dependent on having a PhD (or equivalent experience)’.] |
| **Edit the contact details template**  |
| Click the ‘Apply’ button below to register an account with our recruitment system (if you have not already) and apply online.Please ensure that you upload your Curriculum Vitae (CV) and a covering letter [add up to 3 further documents needed e.g. research publication list] in the Upload section of the online application. If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application. Please submit your application by midnight on the closing date.If you have any questions about this vacancy [PI may be the contact for queries of a technical nature related to the role] or the application process, please contact: **[Your Process Administrator: e.g.Div-administrator/ Group administrator/ PA]**  email **xxxxxx**@eng.cam.ac.uk (Tel +44 01223 **xxxxxx**). |

|  |
| --- |
| **Web Recruitment System**For further details and online guidance: <http://www.admin.cam.ac.uk/offices/misd/services/staff/cam-only> / |
|  | Names | CRSiD |  |
| Shortlisting /Interview panel(at least 2 people) (to obtain “read” access) |  |  |  |
| Process Administrator(to obtain “Admin” access) |  |  |  |

|  |
| --- |
| **Funding Details** |
| Funding must cover full potential period of employment (taking into account advert period, start delays e.g. candidates needing visas, etc.)**See here for guidance on using job numbers to underwrite grants:** [**https://www.researchandfinance.eng.cam.ac.uk/research-staff-visitors/no-funding**](https://www.researchandfinance.eng.cam.ac.uk/research-staff-visitors/no-funding) |
| Grant details:  | Sponsor | Grant Award | Project Number | Task Number | Grant Start Date | Grant End Date | % of charge allocation |
|  | **[title]** | RG | NMZ | **XX** | **dd/mm/yy** | **dd/mm/yy** | **%** |
|  |  | RG | NMZ |  |  |  |  |
|  |  | RG | NMZ |  |  |  |  |
| General Ledger Account | CUED | JN | U.NA.  |  |  |  |  |
| Finance Office Approval | **Date** | **Signed** |

**Please e-mail this entire form to hr-research@eng.cam.ac.uk**