**Job title** | Research Assistant  
---|---  
**Grade** | 5  
**Salary range** | £25,728 – £29,799 (Full time equivalent)  
**Contract type** | Part time: 2 days per week/ 40%  
**Contract length** | 12 months  
**Staff group** | Research (Unestablished)  
**Institution** | University of Cambridge Institute for Sustainability Leadership  

**Role Summary**

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential institute within the University of Cambridge, developing leadership and solutions for a sustainable economy. This is a new part time Research role working directly with the Director of CISL.

The Research Assistant will help to support and maintain CISL’s national and international reputation as a thought leader in sustainability leadership. Based in CISL’s Cambridge office, the role holder will be involved in horizon scanning desk research and interviews in the field of Sustainability. The Research Assistant will support the evidence base for CISL’s work in understanding the drivers for, and solutions to achieve, a more sustainable economy. The role holder will be required to report on emerging developments (scientific, economic and technological) and help prepare regular reports and updates on the implications, particularly for business, government and financial institutions.

Under the direction of the Director of CISL, the successful candidate will conduct research, including data/information collection, analysis and some interpretation. The Research Assistant may also contribute to CISL publications. A requirement of the role will be to produce monthly horizon scanning reports, summarising sourced and compiled research on latest trends, innovations and developments within or relevant to Sustainability. The role holder will also scan and research upcoming research and funding opportunities, for example Interreg IVC Programme and Innovate UK, and brief the Director and/or other colleagues for further action.

This is a part time role 40% FTE (2 days per week) for a fixed term period of 12 months.
Key Responsibilities

This section details, but is not an exhaustive list, of the specific activities or obligations for which we require and hold the role accountable for.

Research

- Undertake desk based research using literature and database sources.
- Analyse, interpret and write up results of research and contribute to the production of research reports and publications.
- Prepare papers and reports to present information on research progress and outcomes to the Director and Senior Executive Team, Executive Board and other stakeholders or members of research groups, as required.
- Scan and research upcoming research and funding opportunities and brief the Director and/or other colleagues for further action.
- Source, compile and disseminate monthly horizon scanning reports for circulation within CISL and to key stakeholders; involving but not limited to the set up and use of content alerts and subscriptions.
- Scan primary research and online sources for new and potentially significant technologies, initiatives, trends and signals relevant to sustainability and CISL works; condense research and compose content highlighting latest developments.

Liaison and networking

- Liaise with colleagues and stakeholders on routine matters.
- Make internal and external contacts to develop knowledge and understanding and form relationships for future collaboration.

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.
- Respond to requests for research information and reporting outcomes.
- Provide limited administrative support to colleagues and the Director as part of the research and analysis process.
## Person Profile
This section details the knowledge, skills and experience we require for the role.

### Education & qualifications
- Educated to first-degree level
- Holds or working towards Post-Doctoral qualifications in a relevant field (Desirable).

### Relevant experience
- Research experience in one or more sustainability-related fields (i.e. Economics, Anthropology/Social Studies, Technology, Policy).
- Possess sufficient breadth or depth of knowledge in the areas of Sustainability.
- Experience of desk-based research methods and techniques, including but not limited to statistics, surveying and report writing.
- Experience working with academics, business leaders, policy bodies, government, and/or non-profit sector partners.

### Interpersonal & communication skills
- Ability to work in a team, under supervision as well as independently.
- Good communication and networking skills with an ability and willingness to travel to project meetings and dissemination activities, as required.
- Fluent in written and spoken English and a proven ability to write reports and presentations with appropriate grammar, spelling, punctuation and tone.
- Ability to generate new ideas and use own initiative.

### Additional requirements
- A demonstrable interest in sustainability and committed to the values that underpin CISL’s work.
Terms and Conditions

<table>
<thead>
<tr>
<th><strong>Location</strong></th>
<th>CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK</th>
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</thead>
<tbody>
<tr>
<td><strong>Working pattern</strong></td>
<td>Part time (FTE 40%)</td>
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<tr>
<td><strong>Hours of work</strong></td>
<td>15 hours per week (equivalent to 2 days)</td>
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<tr>
<td><strong>Length of appointment</strong></td>
<td>12 months</td>
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<tr>
<td><strong>Probation period</strong></td>
<td>6 months</td>
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<tr>
<td><strong>Annual leave</strong></td>
<td>Part time employees are entitled to a pro rata equivalent of the standard full time entitlement of annual paid leave of 33 days, plus public holidays. 3 days exclusive of public holidays must be taken during the period when CISL closes over Christmas to New Year.</td>
</tr>
<tr>
<td><strong>Pension eligibility</strong></td>
<td>You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: <a href="http://www.pensions.admin.cam.ac.uk/">www.pensions.admin.cam.ac.uk/</a></td>
</tr>
<tr>
<td><strong>Retirement age</strong></td>
<td>The University does not operate a retirement age for Unestablished Research staff</td>
</tr>
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</table>

Screening 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/).

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.

If you have any questions about this vacancy or the application process, please contact the CISL Human Resources team at human.resources@cisl.cam.ac.uk
General Information

The University of Cambridge Institute for Sustainability Leadership

The University of Cambridge Institute for Sustainability Leadership (CISL) brings together business, government and academia to find solutions to critical sustainability challenges. Capitalising on the world-class, multidisciplinary strengths of the University of Cambridge, CISL deepens leaders’ insight and understanding through its executive programmes; builds deep, strategic engagement with leadership companies; and creates opportunities for collaborative enquiry and action through its business platforms.

Over 25 years, we have developed a leadership network with more than 7,000 alumni from leading global organisations and an expert team of Fellows, Senior Associates and staff. HRH The Prince of Wales is the Royal Founding Patron of CISL and has inspired and supported many of our initiatives.

Our aim is to help influential individuals, major organisations and whole sectors work more effectively and strategically to address critical sustainability challenges and achieve paradigm shifts. Across complex and connected issues, we help leaders to develop strategies that reconcile profitability and sustainability and to work collaboratively with their peers not only to develop solutions to shared challenges but also catalyse real systems change.

We operate from offices in Cambridge, Brussels and Cape Town and we deliver projects on the ground in Europe, Africa, North and South America, Asia and Australia. CISL has a leadership network with more than 6,000 alumni from leading international organisations.

The University of Cambridge

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-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.

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

**What the University can offer you**

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 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 of Cambridge.

**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 Ofsted rated ‘outstanding’ 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.

**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.

**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)

**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/](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.

**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.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carer’s schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

**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/](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 the CISL Human Resources team, who are responsible for recruitment to this position, on +44 12237 68814 or by email on [human.resources@cisl.cam.ac.uk](mailto:human.resources@cisl.cam.ac.uk).