Research Assistant
Cambridge Centre for Housing and Planning Research

May 2019
Main responsibilities

Research and scholarship (90%)

- Conduct individual or support collaborative research projects;
- Fieldwork: conducting interviews in various locations as well as by telephone from CCHPR’s offices;
- Office based research support: including web-based surveys, literature reviews and basic data analysis;
- Office-based interviewing: conducting telephone interviews with a wide range of people, as required by research projects;
- Assess, interpret and evaluate outcomes of research;
- Write or contribute to publications or disseminate research findings using other appropriate media;
- Assist with presentations at conferences or other appropriate events;
- Develop own research skills and publications.

Liaison and networking (5%)

- Liaise with colleagues and report on research progress;
- Attend and participate in meetings with different audiences e.g. the CCHPR team, research funders, Department of Land Economy;
- Make internal and external contacts to develop networks and subject knowledge and form relationships for future collaborations.

Planning and organising (5%)

- Help to plan research projects and proposals;
- Plan day to day work load;
- Coordinate own work with others in the Centre.
### Person profile

<table>
<thead>
<tr>
<th>Education and qualifications</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good undergraduate degree in a relevant field such as Social Policy, Housing, Urban Studies, Anthropology or Geography</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>A postgraduate qualification in a relevant field, as above</td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td><strong>Specialist knowledge and skills</strong></td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Experience of conducting qualitative and quantitative research</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Experience of conducting and analysing qualitative interviews</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Good quantitative skills, with an understanding of statistical analysis and techniques</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>A methodical approach and attention to detail</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>An interest in UK housing and planning policy</td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td>A track record of research in housing/planning, or a similar field of social science research</td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td>Advanced statistical skills, including SPSS</td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td><strong>Interpersonal and communication skills</strong></td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Excellent verbal and written English</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Clear, empathic communicator with excellent interpersonal skills</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>An understanding of research ethics</td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td><strong>Relevant Experience</strong></td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Research experience in a social, economic or business context</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Experience of engaging with the public and service users</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Relevant research publications</td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td><strong>Additional requirements</strong></td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Willingness to travel and conduct research in the field, and stay away overnight on occasion</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>A high degree of self-motivation and initiative</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>A clean driving licence and willingness to drive</td>
<td>✅</td>
<td></td>
</tr>
</tbody>
</table>
The Department of Land Economy is a specialised department within Cambridge, devoted to the multidisciplinary study of land, property, the environment and resource management.

In the 2014 Research Excellence Framework assessment, 50% of the Department's research work was described as "World Leading" and a further 38% as "Internationally Excellent".

The Cambridge Centre for Housing and Planning Research (CCHPR) is a research centre within the Department of Land Economy.

Established in 1990, CCHPR’s primary objective is the undertaking of policy-oriented research on all issues affecting housing, planning and land use, and the Centre has an international reputation as a leading academic research institution in the fields of housing and planning.

Members of staff within CCHPR work collegially; CCHPR also works with other members of staff within the Department of Land Economy and the wider University, as well as with academics from other institutions, both in the UK and overseas.

We are looking for a Research Assistant (Grade 5) to join the team. The successful candidate will be an enthusiastic mixed methods researcher with an interest in UK housing and planning, or a related field such as Geography, Sociology or Economics. Providing support on a number of current research projects, you will have the ability to organise, conduct, transcribe and analyse qualitative interviews, as well as the skills to analyse quantitative information and interpret policy documents. You will also have the skills to present your findings to funders and other stakeholders.

At any one time, you are likely to be working on more than one project and will be given support to manage your workload. CCHPR’s weekly team meeting is an opportunity to discuss your workstream with colleagues. The range of topics that we cover can be seen on our website, at www.cchpr.cam.ac.uk. The position will provide a real opportunity for a career within an interesting area of research, and you will have every chance to develop your research skills in a rapidly changing policy context.

Appointment will be on the Grade 5 scale, according to experience and qualifications, with opportunities for advancement.

The post will be based in our offices in Silver Street in Cambridge, but some projects may involve fieldwork away from the office.
Applications
Applications should include your Curriculum Vitae and a covering letter, along with the names and contact details of two referees who are familiar with your research work. Please note that if you would like us to take your references into account in deciding whether to shortlist you, it is essential that you select the box 'At any point in this process’ on the online system in response to the question when references can be requested.

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

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 Sam Wyatt, the Department Administrator, who is responsible for recruitment to this position on slc74@cam.ac.uk.
Tenure and probation
Appointments will initially be made on a fixed-term basis for a period of 2 years. This post is funded by research grants and contracts and, in the event that funding should cease, the post may be at risk of redundancy. The head of department, or his/her nominee, will keep the role holder informed of the funding situation.

Appointments will be subject to satisfactory completion of a six month probationary period.

Hours of work
This post is full time.

Working pattern
Monday to Friday. There are no formal 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 will be agreed between you and your head of institution.

We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

Pension
You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme), a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave
Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days for those working full time), plus public holidays.

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 to you will be conditional upon you gaining it.

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

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 relevant original certificates of these qualifications.

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

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 the Department Administrator who is responsible for recruitment to this position.
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 £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.

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. Furthermore, 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, 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, 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.

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, 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/

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.
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.

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.

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/

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

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 members of 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.

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, 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:
Dr Gemma Burgess
Tel: 01223 764547 or 01223 337118
Email: glb36@cam.ac.uk

If you have any queries regarding the application process, please contact Sam Wyatt on slc74@cam.ac.uk

The closing date for applications is 4 July 2019 and interviews will take place on 18 July 2019.