

Job title	Research and Communications Officer
Grade	Grade 5
Salary range	£25,728 to £29,799 per year
Staff Group	Research Assistant
Department / Institution	Department of Land Economy

Role-specific information

Role Summary

The Rural Business Unit (RBU) in the Department of Land Economy has a vacancy for an individual to carry out Investigational Research and Communication of research findings from the Farm Business Survey. The research work involves the collection of physical and financial information relating to the farm business through personal interview with farmers. The RBU publishes findings of the Farm Business Survey on the internet at www.farmbusinesssurvey.co.uk. The communication work will raise awareness of the Farm Business Survey and extend familiarity with and disseminate information on its research findings. This post involves travel throughout England for which an allowance will be paid. Good knowledge of Microsoft Office is required. An interest in becoming more involved in alternative approaches to electronic dissemination of results would be helpful.

Applications are invited from those with relevant experience as well as those with agricultural qualifications. The RBU is a leading UK centre in agricultural economics and undertakes a substantial programme of research for the Department for Environment, Food and Rural Affairs (Defra). Further information can be found on our website at: <http://www.landecon.cam.ac.uk/research/eeprg/rbu/index.htm>.

The RBU carries out the Farm Business Survey within a grouping of universities and colleges known as Rural Business Research. Further information can be found on the website: <http://www.ruralbusinessresearch.co.uk>.

Key Responsibilities

Main Responsibilities		
	Key duties and responsibilities	% time spent/ frequency
1	Visits to Farmers, Growers or their Agents (Research)	20%
	Arrange and carry out visits to farmers, growers, agents and accountants to collect physical and financial information relating to their farm business. This involves scrutiny of financial and other farm records as well as interviews with the farmers.	
2	Transformation and arithmetic summarisation (Research)	10%

	Transformation and arithmetic summarisation of data, collected in (1), to a standard format within a complex spreadsheet.	
3	Scrutiny of Results and Briefing of Cooperators (Research)	5%
	Scrutiny of results and briefing of co-operators about survey findings.	
4	Recruitment of New Survey Respondents (Research)	
	Recruitment of survey co-operators by telephone and personal visit.	5%
5	RBR Events and Presentations (Communications)	20%
	Plan and delivery RBR presentations: Seek opportunities to provide events and presentations Arrange events Plan events Write presentations Run events and give presentations Use event feedback to inform the design of future events.	
6	Press Liaison, Brand Management, Student Course Material (Communications)	20%
	Alongside the events described in (5), the post holder will communicate findings of our research through: Press Liaison Brand Management Preparation and support of Student Course Material	
7	Other Project Work	19%
	Collaboration with colleagues for the purpose of problem solving, briefing, development or planning for surveys. Project work to support RBU surveys and research Training and mentoring of new staff.	
8	Work with Quality Assessors	1%
	Work with external Quality Assessors as required	

Person Profile

Person profile
Essential knowledge, skills and experience required for role

Education & qualifications	Degree or equivalent qualification in agriculture or a related discipline.
Specialist knowledge & skills	<p>A good and constantly updated understanding of UK farming.</p> <p>A good knowledge of accounting conventions and systems, together with detailed knowledge of business activities.</p> <p>Knowledge of Microsoft Excel, Word, and Powerpoint are essential.</p>
Interpersonal & communication skills	<p>Well developed communication skills are essential to the role involves communication with a wide range of people including farmers, professionals, journalists, academics etc.</p> <p>The role involves making presentations to audiences of varying size.</p> <p>The post holder must work with discretion because confidential information on the financial health of a cooperator's business and their private and household income is handled daily. Disclosure of information could lead have a significant negative impact on the survey and withdrawal of supporting funds.</p>
Relevant experience	In order to achieve the specialist skills and knowledge described above, it is likely that the post holder will have worked in agriculture or horticulture. The role holder is likely to have five years experience of work.
Additional requirements	<p>The post holder must hold a current driving licence and be prepared to travel to meetings around England.</p> <p>The work includes meetings outside the usual working day and some overnight stays.</p> <p>Given the ultimate use of the data in public decision-making, the role holder must be able to work with a high level of accuracy and precision.</p>

Terms and Conditions

Location	Department of Land Economy, Cambridge
Working pattern	The role is based at our offices in central Cambridge but involves travel to farms across the Eastern Counties of England, travel to workshops and meetings throughout England, some of which will be overnight.
Hours of work	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.
Length of appointment	The appointment will be made for one year in the first instance, and thereafter subject to availability of funding of our work on the Farm Business Survey.
Limited funding	This post is funded by 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 31 January 2019 and the

	head of department, or his/her nominee, will keep the role holder informed of the funding situation.
Probation period	This role is subject to a probation period of six months.
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.
Pension eligibility	Universities Superannuation Scheme (USS). Pension scheme details are available on our web pages at: http://www.admin.cam.ac.uk/offices/pensions/schemes.html . Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013 is available at: http://www.admin.cam.ac.uk/offices/pensions/autoenrolment/ .
Retirement age	The University does not operate a retirement age for research staff.

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/>).

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 and 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.

The closing date for applications is 4 December 2017. If you have any questions about this vacancy or the application process, please contact Ben Lang at bgal2@cam.ac.uk or on 07917 535726.

Interviews will be held on Tuesday 12 December 2017.

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.

The Department of Land Economy

The Rural Business Unit (RBU)

The Rural Business Unit within the Department of Land Economy is a leading UK centre in Agricultural and Horticultural Economics and undertakes a substantial programme of research for the Department for Environment, Food and Rural Affairs. This work involves the analysis of farm businesses and commodity enterprises in order to inform agricultural policy in Whitehall and Brussels and the evaluation of policy measures such as set-aside. Researchers in the unit also undertake research and produce publications on the food aid policy of the European Union, the effect of CAP income distribution and food security and the reform of the sugar regime. They also provide advice to the Select Committees and Government bodies.

The Department of Land Economy

The Department of Land Economy is a leading international centre applying economics, law and planning for the analysis of issues in the governance of land use, its improvements and interactions with other environmental resources.

This underpins our focus in four areas:

- *Property and real estate finance*: the development of land, property in land and real estate, the ownership, valuation and investment in real estate, real estate as an asset class, the economic and financial environments of real assets.
- *Planning, regulation and development of land, the built environment, and urban and rural areas*: spatial and land use planning, the provision of housing and other forms of real estate, markets and policy, urban and rural regeneration.
- *The determinants and outcomes of these processes across space, both intra- and inter-nationally and their interactions with other environmental resources*: the spatial concentration of human habitation, local economic performance and analysis, urban and regional analysis, clusters, rural development, spatial analysis, environmental analysis.
- *Extensive/non-urban land uses and their implications for the environment*: landownership, land law and rights, land resources, uses and policy.

In the 2008 national Research Assessment Exercise the Department of Land Economy was placed top in terms of the quality of the research work submitted by 25 UK universities to the Town and Country Planning sub-panel. The Department has long maintained a particular strength in areas of public policy and regulation, and in evaluation of policy initiatives. More recently it has developed its research and teaching in the areas of Real Estate Finance, Planning, Growth and Regeneration, and Environmental Economy and Policy. The Department teaches at both postgraduate and undergraduate levels and maintains an active PhD programme.

Research in the Department

The Department's research programme feeds directly into its undergraduate and postgraduate teaching. The Department undertakes research in two Research Groups: the Environmental Economy and Policy Research Group (including the Cambridge Centre for Climate Change Mitigation Research (4CMR) and the Rural Business Unit) and the Real Estate and Urban Analysis Research Group (including the Cambridge Centre for Economic and Public Policy and the Cambridge Centre for Housing and Planning Research). Further details of the research undertaken within the Department can be found at

<http://www.landecon.cam.ac.uk/research/research.htm>.

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 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 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, 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 and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The CareerStart@Cam programme, 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 for University of Cambridge graduate courses.
 - The opportunity to attend lectures and seminars 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 bronze award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

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, Laura Cave who is responsible for recruitment to this position, on 01223 337139 or by email on lew24@cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.