

**JOB TITLE: RESEARCH ENGAGEMENT AND IMPACT MANAGER (PART-TIME)**

**REPORTS TO: RESEARCH MANAGER**

#### Background

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Cambridge Judge Business School has a world-class faculty of around 70 members, representing all continents, whose research interests span the globe and the full spectrum of business issues. Many are leaders in their field, directing cutting-edge research and consulting for businesses and government. As a fully integrated department of one of the most prestigious universities in the world, CJBS is able to host one of the largest concentrations of interdisciplinary business and management research activity in Europe.

Led by the Research Manager under the overall direction of the academic Vice Dean for Research & Impact, the Schools' research support team of 7 facilitates academic events/travel, grants/funding, publications, collaborations/visitors, ethics, behavioural experiments, and practitioner engagement.

#### The role

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Working with the Research Manager and Vice Dean for Research & Impact, the role holder will facilitate and support the department's strategic aim of research engagement with practitioner partners, specifically:

- increasing research impact literacy and skills within CJBS through advice, planning and training
- managing impact case study scoping and narrative development for REF assessments
- supporting faculty in the development of teaching case studies, and facilitating their submission to The Case Centre
- identifying and facilitating new and ongoing research engagement opportunities with the Cambridge ecosystem and organisations in the business, public and third sector
- facilitating applications for research funding for projects with an impact element
- working with faculty to support and develop articles on impact, practitioner engagement and knowledge exchange, and advising faculty on the incorporation of these activities into their research projects
- liaising with colleagues in Judge Business School Executive Education Ltd (JBSEEL) to facilitate opportunities for research engagement with their clients

#### Main responsibilities

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- Prepare REF impact case studies, including scoping for potential case studies, sourcing and archiving an audit trail of supporting evidence, advising on material to strengthen case studies in development, proof-reading and cross-checking case study drafts.



- Develop and communicate guidance on good practice in knowledge transfer, including devising and running internal training events and representing the department in external networks. Facilitate practitioner-focused interactions such as workshops, nominations for impact or public engagement awards, and internal researcher impact training/seminars.
- Facilitate submission of case studies to The Case Centre and Sage, including editing and branding of case studies prior to submission, reviewing contractual arrangements, co-ordinating the work of external case writers, and facilitating faculty workshops on case writing.
- Work closely with the departmental external relations team, CUDAR, University Strategic Partnerships Office, University Knowledge Transfer Facilitators and Strategic Research Initiatives to develop and secure research collaboration partnerships.
- Work closely with the Senior Grants Facilitator to advise on the impact content of external and internal grant funding bids.
- Liaise with JBSEEL staff to identify corporate clients with a potential interest in partnering in research projects, build relationships with these potential partners and secure collaboration and/or funding agreements. Identify those with REF-relevant quantifiable impact.
- Meet with faculty to monitor progress of corporate projects, case studies, recording updates in the appropriate databases and reporting regularly to the Vice Dean of Research & Impact. Assist in the development of articles on impact, practitioner engagement and knowledge exchange, and advise on the incorporation of these activities into research projects.
- Liaise with the departmental external relations team on text and video material relating to impact and engagement for dissemination through the web site.

## The person

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The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Significant experience in a research and /or senior administrative role, in a University setting.
- Experience of relationship building, corporate liaison and knowledge transfer between academia and practitioners. Proven ability to negotiate, persuade and build relationships with non-academic stakeholders.
- Advanced written communication skills, to reach both a non-academic (e.g. corporate, policy makers etc.) and an academic audience. Experience in editing academic/practitioner focused articles, blog posts or teaching cases is desirable.
- Strong verbal communication skills. Experience with public speaking and/or training provision is desirable.
- Ability to analyse academic papers, identify key findings and communicate these to non-academics.
- Confident management of financial and/or contractual data.
- Self-starter, able to work independently and proactively with minimal supervision. Strong organisational and project management skills.
- Educated to degree level (essential); Master's level or equivalent desirable.

## Benefits

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This is a part-time position working 22.5 hours per week (60 per cent of the full-time equivalent). There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays, which will be calculated pro-rata for part-time staff. The salary will be in the range £33,966-£44,263 per annum for full-time equivalent.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. 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/](http://www.pensions.admin.cam.ac.uk/). We also offer tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

## Application arrangements

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To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of the relevant job description. 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.

**The closing date for applications is 2<sup>nd</sup> December 2024. We anticipate that interviews will take place on 10<sup>th</sup> and 12<sup>th</sup> December 2024.**

Applicants are required to provide details of three referees. These will not be contacted unless the applicant is shortlisted.

## Equality of opportunity at the University

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The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than 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.

The University has various diversity networks which help it to 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, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011.

### Information if you have a disability

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The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 768497 or by email on [hr@jbs.cam.ac.uk](mailto:hr@jbs.cam.ac.uk). Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).