

Job title	Coordinator, Trustworthy Technologies Strategic Research Initiative
Grade	7
Salary range	29,799 – 38,833
Staff Group	Academic-Related (unestablished)
Department / Institution	Computer Science and Technology

Role-specific information

Role Summary

The Trustworthy Technologies Strategic Research Initiative draws together research expertise across the University of Cambridge in the fast-moving Trustworthy Technologies area. The role holder will work closely with the Research Facilitator, the Chair, Steering Committee and Executive Committee to help develop a strategy and vision for the Initiative, and will plan and delivery the implementation of the strategy.

The role holder will develop and manage relationship with stakeholders within and outside the University, as well as take on an active role in communicating and promoting the activities of the initiative. The overall purpose of this role is to organise, manage and deliver activities for the Cambridge Trustworthy Technologies Strategic Research Initiative, by project managing a series of activities including events, funding proposals, communications, and development of a strategy for future sustainability.

Key Responsibilities

1. Initiate and develop projects which will stimulate cross disciplinary research. This includes: identifying opportunities; arrange meetings and workshops and follow up; monitoring relevant research, industry and policy developments; giving advice to researchers on opportunities for collaboration; occasional management of small grant funds.	40%
2. Attract research funding and build networks with companies, funding agencies, policy makers, academics and other organisations, both nationally and internationally. Respond to queries from those seeking research partners at Cambridge, work with other University offices where appropriate. Coordinate the drafting and reviewing of large complex proposals for funding.	20%
3. Act as Secretary to the Initiative's Steering and Executive Committees, draft agenda, prepare papers, take and produce minutes and monitor follow up actions. Manage and oversee the budget, develop budgetary plans and monitor expenditure. Prepare progress reports on the activities of the initiative.	5%

4. Develop and maintain a community website for the initiative, including an online membership directory, to share and publicise information about trustworthy technology research at Cambridge. Raise its profile on relevant social media websites. Develop promotional materials.	10%
5. Organise workshops, meetings and events, inviting speakers, authorise expenditure within agreed budgets, creating event websites, promoting events through relevant channels.	20%
6. Respond to consultations, funding calls and short term opportunities where these arise.	2%
7. Such other duties commensurate with the grade that the Chair or line manager may from time to time require.	3%

Person Profile

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

Education & qualifications	A good first degree, or equivalent qualification is essential. A PhD in a relevant field is desirable.
Specialist knowledge & skills	Excellent writing skills; ability to draft complex documents and write for varied external audiences (Essential) Ability to work under pressure and meet deadlines (Essential) Knowledge and understanding of technology-related research, policy and practice. (Desirable) Excellent IT skills (Essential) Excellent organisational skills (Essential) Ability to synthesise and articulate concepts and to present complex data in an appropriate written or oral format. (Essential) Ability to nurture and foster essential relationships and partnerships with companies, research funding agencies, government and policy makers (prior experience is highly desirable)
Interpersonal & communication skills	Excellent interpersonal and communication skills are essential for this position.
Relevant experience	Experience working within a higher education, industry, or government environment. (Essential) Experience of managing complex projects to deadlines. (Essential) Experience of funding applications and fund raising. (Essential) Experience of attracting research funding. (Desirable) Administrative or project management experience, preferably in a research-related role and in a university environment. (Desirable)
Additional requirements	

Terms and Conditions

Location	The Computer Laboratory, William Gates Building
Working pattern	Monday - Friday
Hours of work	37 (full time) However, we welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.
Length of appointment	Up to 33 months.
Limited funding	This post is funded by 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 30 September 2020 and the head of department, or his/her nominee, will keep the role holder informed of the funding situation.
Probation period	6 months
Annual leave	33 days per year, plus bank holidays.
Pension eligibility	Universities Superannuation Scheme (USS) Pension scheme details are available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for unestablished academic-related staff

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.

Please ensure that you upload your Curriculum Vitae (CV) and a letter of application outlining your suitability for the position and any research interests you may have 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 26 November 2017. If you have any questions about this vacancy or the application process, please contact Simon.Moore@cl.cam.ac.uk

Interview will be held during the week of 4 December 2017. We would like the successful candidate to start on 8 January 2018 or as soon as possible thereafter.

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 second in the Times Higher Education World University Rankings 2018 https://www.timeshighereducation.com/world-university-rankings/2018/world-ranking#!/page/0/length/25/sort_by/rank/sort_order/asc/cols/stats 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 and undertake the admissions process for undergraduate students. They also provide student accommodation and deliver small group teaching for undergraduate students (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 Computer Science and Technology (The Computer Laboratory)

The Department of Computer Science and Technology is an academic department within the University of Cambridge that encompasses Computer Science, along with many aspects of Engineering, Technology and Mathematics. Professor Andy Hopper <http://www.cl.cam.ac.uk/~ah12/> is the current Head of Department.

The Computer Laboratory undertakes research in a broad range of subjects within the disciplines of Computer Science, Engineering, Technology, and Mathematics. Current research areas include bioinformatics, computer architecture, computer vision, distributed systems, graphics and human-computer interaction, logic and semantics, machine learning, natural language processing, networking and wireless communication, operating systems and virtualization, programming, security, and sustainable computing.

The Cambridge Diploma in Computer Science, which ran from 1953 to 2008, was the world's first taught course in computing. Undergraduate teaching was introduced in 1970. The MPhil in Advanced Computer Science, is a one-year postgraduate course designed to prepare students for doctoral research.

At present there are about 300 undergraduate and 50 MPhil students. A further 120 postgraduates are engaged in research for the PhD.

Building on its long and distinguished history, the Computer Laboratory continues with world class teaching and research. The quality of the staff and research students within the Computer Laboratory is key to our success and the Department seeks and attracts the best candidates in the world. One of our aims is to maintain a healthy balance of staff across and there is a drive to increase the number of women and diversity of staff in the Department.

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.accommodation.cam.ac.uk/>) 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.

- **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.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-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.hr.admin.cam.ac.uk/hr-staff/information-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.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers 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/>.

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, Caroline Stewart, who is responsible for recruitment to this position, by email on Departmental-Secretary@cl.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.