

JOB TITLE: RESEARCH ASSISTANT & EXPERIMENTAL LABORATORY MANAGER

REPORTS TO: DIRECTOR OF EXPERIMENTAL LAB & RESEARCH MANAGER

The role

Cambridge Judge Business School (CJBS) seeks a Research Assistant to provide project-specific research assistance to any member of CJBS faculty undertaking behavioural/experimental research.

The role holder will help run and develop the School's experimental laboratory and assist with both experimental and survey research projects conducted by all members of the School with interests in experimental research. This will include material and stimulus development, participant recruitment, data collection, data preparation and analysis, and archiving.

The role holder will be subject to a dual line management structure reporting to Dr Andreas Richter and Mrs Katie Jones.

Cambridge Experimental & Behavioural Economics Group webpages:
www.jbs.cam.ac.uk/faculty-research/centres/cebeg

MAIN RESPONSIBILITIES

Research

- Develop material for research projects such as questionnaires and experimental stimuli in close coordination with faculty.
- Select target populations for data collections and recruit participants for research purposes in close coordination with faculty.
- Secure an efficient and timely data collection process for experimental and behavioural research projects.
- Prepare data for analyses and conduct statistical analyses for faculty.
- Establish and maintain an archive of experimental and behavioural research projects.
- Research and introduce new technologies and methodologies to advance experimental and behavioural research.
- Assist in the writing-up of research work for presentation and publication.
- Continually update knowledge and understanding of trends in experimental and behavioural research.
- Translate knowledge of advances in experimental and behavioural research into research activity.
- Assist in the preparation of proposals and applications to external bodies e.g. for funding or contractual purposes.

Liaising and networking

- Liaise with faculty and PhD students to plan and conduct experimental and survey studies, to market the experimental laboratory, and to continually develop and expand the research capabilities for experimental and behavioural research at the School.
- Advise the Research Manager and ethics review group on participant payment and methodological issues in ethical clearance requests.
- Liaise with the School's Finance Manager on payment processes.
- Liaise with the IT Manager on technological issues.
- Liaise with the School's Facilities Manager on issues relating to rooms and equipment.
- Liaise with HR on involvement of research volunteers and assistants.
- Liaise with other departments at the University of Cambridge to establish and maintain collaborations in the domain of experimental and behavioural research, and to market the experimental laboratory.
- Build internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration, for example, with other experimental and behavioural laboratories in the UK and elsewhere.

Planning and organising

- Plan and implement experimental and survey research on behalf of faculty for behavioural studies using the SONA participant pool, Prolific, and/or the physical lab.
- Support and advise students to enable them to take the lead in running both physical and online studies.
- Manage the organisation and finances of the institutional Prolific account including responsibility for the lab's departmental credit card (subject to authorisation by the CJBS Head of Finance).
- Plan and coordinate the use of research resources and the experimental laboratory.
- Recruit participants to join our subject pool, and research volunteers to help run studies.
- Continually update and develop the database of participants, in liaison with the IT Team.
- Maintain and further develop the website of the experimental lab, in liaison with the Online Communications Team.
- Monitor and report on the activities of the experimental laboratory.
- Contribute to the planning of research projects.

The person

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

- An undergraduate degree in Psychology or Organisational Behaviour or behavioural field (e.g., Behavioural Engineering). A Master's degree in a relevant subject would be advantageous.
- A keen interest in management-related experimental and behavioural research.
- Research experience with sufficient knowledge in the discipline and of research methods and techniques.

- Excellent organisational skills, excellent time management and planning skills with a commitment to delivery.
- Very good statistical skills, with considerable expertise in relevant software such as SPSS, R and Matlab
- Very good IT skills, interest in technological developments, considerable expertise in experimental software, and some expertise in databases and programming.
- Able to work independently, driven and committed, demonstrating initiative and self-motivation.

Benefits

The salary will be in the range £29,605 - £33,966. There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays.

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.

Pension scheme details, including 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: www.pensions.admin.cam.ac.uk.

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. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

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 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 June 2024.

We anticipate that interviews will be held during the week commencing 17 June 2024.

The post will commence 1 August 2024.

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

Applicants who do not hear from us within six weeks of the above date should assume they have not been shortlisted.

Equality of opportunity at the University

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

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. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.