

Research Projects Coordinator

Centre for Law, Medicine and Life Sciences,
Faculty of Law

Closing Date: 23 July 2025

Job Reference: JK46472



Senior Research Associate (Law and Pharmaceutical Innovation)

Salary:

£32,546—£35,116

Contract:

Fixed Term—(12-24 months, with a possibility of extension subject to project needs and performance)

Location:

Central Cambridge

Department:

Faculty of Law—Centre for Law, Medicine and Life Sciences, Faculty of Law

Responsible to:

Professor Kathleen Liddell

Working Pattern:

Full Time

Start Date: 29 August 2025

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

Purpose of the role

The Centre for Law, Medicine and Life Sciences (LML) seeks to appoint an enthusiastic and highly motivated Projects Coordinator to assist the Director and Deputy Director with the Centre's research, general management, and administration. LML works on legal and ethical challenges at the forefront of medicine and the life sciences, with projects at the international, national, and local levels

Key responsibilities

- Plan and pursue research to support LML strategy and planning (eg research to assist grant applications and course development);
- Assist LML Members in developing, managing, and delivering designated research projects, including where appropriate co-authoring and attending public engagements;
- Take a proactive role in scheduling and organising research visits of LML and other Cambridge academics;
- Lead the planning and execution of research visits by external academics to LML;
- Plan, execute and where appropriate participate in Centre conferences and public events, including topic development and the identification and invitation of speakers.

- Oversee the induction of new research staff (for example, research assistants and research associates) to the procedures and systems in LML and the Faculty.

Research Impact and Communications

- Raise the visibility of the Centre and the impact of its research, in the following ways;
- Take a pro-active role disseminating academic research to interested organisations and individuals;
- Assist Director and Deputy Director with on-line and printed communications to build LML's external profile;
- Pro-actively manage LML website, listing events and news of LML Members' publications, presentations and achievements;
- Communicate regularly with international research collaborators to enhance the collaboration;
- Write draft reports after events to communicate main messages to wider audience;
- Assist Director and Deputy Director with reports to Faculty Board, granting bodies and funders as required;



Key responsibilities continued

- Liaise with key audiences (academics, senior practitioners, senior policy makers, senior members of industry, members of the judiciary, students etc) and develop
- enthusiasm and opportunities for inter-disciplinary and collaborative work;
- Attend designated external events as ambassador, presenter and note-taker for LML Members to support teaching and research projects.

Contribution to Research and Research Directions of Strategic Importance

- Build and strengthen new and existing relationships with relevant counterpart programs, faculty etc at Cambridge as well as other universities, research centres and policy groups, such as the Petrie Flom Centre (Harvard), CeBIL (Copenhagen), the PHG Foundation (Cambridge), the Centre for Science and Policy (Cambridge)
- Assist LML members with research of special strategic importance to the development of LML's national and international profile, and its relationship with international and local partners such as the PHG Foundation.

General Research Contribution, Networking and Administration

Oversee day-to-day Centre operations and administrative activities, including:

- Plan and execute the logistics for the Centre's inward and outward facing research events including set up for small events and liaising with external event organisers (college

conference offices) for larger events;

- Pro-active contribution to grant/contract proposals and resource development.
- Creative development and execution of annual and other reporting.
- Co-edit reports and other written communications prepared by LML Members.
- Fiscal, travel, social and hospitality management for the Centre, in part including the oversight of expense claims, budget expenditure, coordination of group travel, and social event planning.
- Other duties (consistent with the level of the post), as assigned from time to time, to assist LML colleagues in meeting their objectives and deadlines.

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 you upload the following:

1. Cover Letter

Your cover letter should explain:

- What attracts you to the position
- Your particular strengths relevant to the role
- Your future career plans

In addition, please include:

- Your preferred start date
- Any relevant notice periods with your current employer or place of study
- Whether you are primarily seeking a one- or two-year position
- Your visa status, if applicable

2. Writing Samples

You may include up to three pieces (or extracts), totalling no more than 10,000 words. These should:

- Illustrate your academic research and writing skills
- Emphasise clear and concise legal writing
- Include at least one research-related piece

3. Proposed Research Project

Please provide a brief outline of a research project that you would pursue as your first publication at LML, working on it approximately 1–2 days per week if appointed.

Your proposal should:

- Present a clear and coherent research question
- Explain the academic and practical/policy relevance
- Indicate your proposed methodology
- Include your (tentative) argument or hypothesis
- Be designed to result in a publishable paper of 2,000–8,000 words

Important: We strongly recommend a highly focused research question that permits depth and nuance. Avoid broad topics. For example, instead of:

"How can we improve access to medicine in global patent law?"

Consider a more targeted question such as:

"What are the lessons from India's most recent pharmaceutical patent compulsory licence?"

4. Curriculum Vitae

Your CV should include:

- Educational qualifications
- Employment history
- Key publications
- Illustrative academic presentations

You should also demonstrate how you meet the person specification.

5. Academic Transcripts

Please include transcripts for all your university degrees.

6. References

Please provide the names and contact details of two referees familiar with your academic or professional work. At least one referee should be able to speak to your academic qualifications.

- The selection panel may consult references during shortlisting, so please select 'At any point in this process' when prompted by the online system.
- Indicate whether your referees are available for a written reference, telephone reference, or both.

The Faculty of Law and the Centre for Law, Medicine and Life Sciences

The Faculty of Law at the University of Cambridge is one of the world's leading law schools, renowned for the quality of its teaching and its cutting-edge legal research. The Faculty, based at the University's Sidgwick Site, has more than 20 professors, 10 readers, and 70 other University, Faculty and College Teaching Officers. The student body comprises around 700 undergraduate and 200 graduate students.

The Law Faculty established the Cambridge [Centre for Law, Medicine and Life Sciences \(LML\)](#) in 2015 to foster legal research and teaching on issues raised by medicine and life sciences. The LML aims to complement the world-class biomedical research carried out by the University of Cambridge, engaging legal expertise to help promote responsible, effective and affordable healthcare.

Declaration on Research Assessment

The University of Cambridge is a signatory to the San-Francisco Declaration on Research Assessment (DORA), and in recruitment or promotion evaluations will assess research on the basis of its merits rather than the journal or venue in which it is published. Applicants should not include Journal Impact Factors or uncontextualized metrics in their applications. Full details are at: <https://www.research-strategy.admin.cam.ac.uk/research-policy/DORA>

Person specification

Criteria	Essential	Desirable
Education and Qualifications		
A degree in law, achieving overall at least an upper second class (2.1), or equivalent classing. Or a stipulated equivalent	✓	
Stipulated equivalents include: (i) a Masters in Bioethics achieving overall a first class or equivalent classing; or (ii) a University degree achieving overall an upper second class (2.1) or equivalent classing, plus 3 years of relevant work experience in health policy, technology policy, bioethics or related fields.	✓	
A course in medical law, or a similar subject with social policy/justice emphases, achieving at least an upper second class (2.1).		✓
Specialist legal knowledge and skills		
Ability to write clearly, concisely and quickly (this is of primary importance).	✓	
Expertise in medical law, health law policy and/or legal aspects of bioethics with the depth and breadth needed to help manage, develop and co-ordinate LML projects (such as conferences, Workshops, identifying collaborators, web page entries, report writing), or the ability to develop this knowledge quickly.	✓	
Strong background in programming (Python), NLP techniques, machine learning (in particular probabilistic)	✓	
Excellent general and/or legal research skills (online and paper-based sources).	✓	
Knowledge of the UK health system.	✓	
Excellent communication and networking skills.	✓	
Proficient in the main MS Office applications	✓	
Relevant experience		
Legal research	✓	
Writing for a variety of media, for example academic papers, professional emails and professional websites.	✓	
Building productive relationships with stakeholders.	✓	
Working collaboratively in a multidisciplinary environment.	✓	

Person specification

Criteria	Essential	Desirable
Interpersonal and Communications Skills		
Excellent organisational, leadership, communication and networking skills;	✓	
Well-organised, patient, tactful, able to plan ahead and communicate clearly and effectively at all levels and with all kinds of people within and outwith the University;	✓	
Required to exercise judgement, discretion and tact in dealing with a variety of people and situations.	✓	
Polite, courteous telephone and personal manner	✓	
Additional Requirements		
A mature attitude, common sense and the ability to make decisions and to work well under pressure are essential;	✓	
Must be competent to act on own initiative and to work under limited supervision.	✓	

The Faculty of Law



The Faculty is one of the world's leading law schools. It is consistently ranked near the top in both national and international league tables.

The Faculty of Law currently has over 100 University and College teaching officers. Almost every area of legal interest is represented. Within its professional services team, the Faculty has 25 administrative staff, an IT team of 6.

Law has been studied and taught at Cambridge since the thirteenth century and the Faculty has a long tradition of excellence in international and comparative law, jurisprudence and legal history. There are around 700 undergraduates, 225 Masters level students (LLM and MCL), and approximately 70 PhD students in the Faculty.

The Faculty is housed in a striking modern building designed by Foster and Partners, which brings together on one site the Squire Law Library, the Faculty's lecture and seminar rooms, and its administrative offices and common room facilities.

The Faculty includes the Institute of Criminology, which is housed in separate premises. The Faculty currently has 11 Faculty Research Centres which facilitate collaborative research and promote engagement with policy-makers and the professions, as well as helping to attract research income.

The Squire Law Library is one of the largest academic law libraries in the United Kingdom, and supports the teaching and research activities of the students and researchers associated with the Faculty of Law. It is an affiliated library of Cambridge University Library.



The School of the Humanities and Social Sciences



About the School

The School of the Humanities and Social Sciences is one of six schools in the University and is made up of the following institutions:

- Faculty of Economics
- Faculty of Education
- Faculty of History
- Faculty of Human, Social and Political Science (comprising: Department of Archaeology; Department of Social Anthropology; Department of Politics and International Studies; and Department of Sociology)
- Faculty of Law (including the Institute of Criminology)
- Department of History and Philosophy of Science
- Department of Land Economy

The School includes a wide range of disciplines with differing methodologies, from highly quantitative analysis of 'big data' to ethnography and the analysis of the material

culture and thought of past societies. The geographical range is equally broad, with Centres of African, Latin American and South Asian Studies, and specialists within each Department or Faculty. Each institution has its own well-developed research profile, but increasingly we are working across disciplinary boundaries within the School and with colleagues in other Schools.

The School is participating in University-wide Strategic Research Initiatives such as public health, global food security, energy and conservation which bring the insights of social sciences to bear on some of the major issues facing the world today; Cambridge is one of the world's leading centres for science, technology and medicine, and the social sciences are now playing an increasingly important role in understanding the social, political and economic contexts.

The School is, in terms of student numbers, the largest of the six Schools in the University

Terms of appointment

Tenure and probation

Appointments will be made on a fixed-term basis for a period of 12-24 months. This appointment relies on the availability of finite funds for a specific purpose that are not part of the University's general revenues.

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

Hours of Work and Working Pattern

Monday to Friday, Full-Time

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 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked. The leave year runs from 1 October to 30 September

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 your 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 HR Office in the Faculty, who is responsible for recruitment to this position.

The University

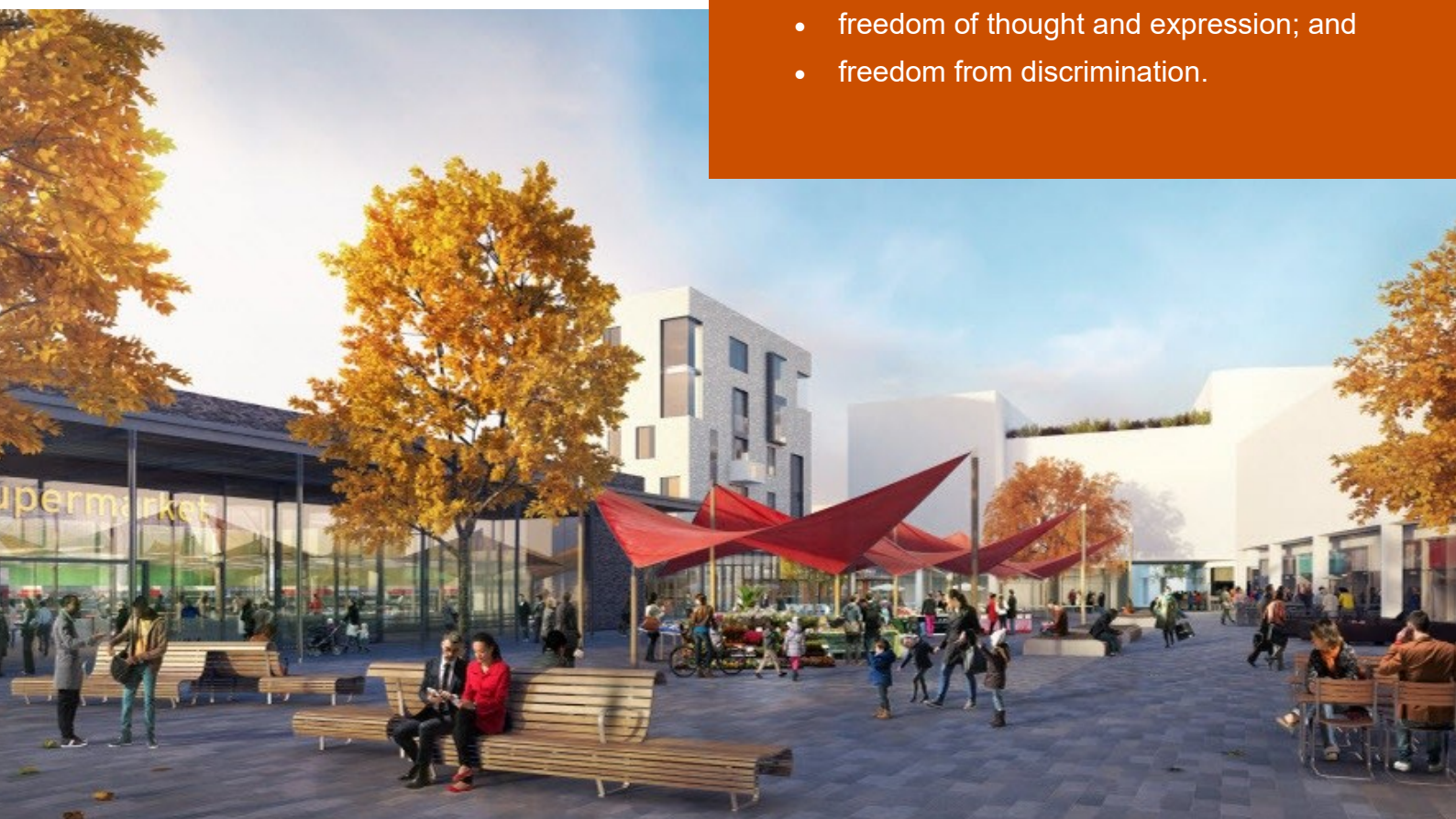
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 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.

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'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.



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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

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.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

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.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



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.

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.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

What Cambridge can offer

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 paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



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.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Jake Widjaya, Research Projects Coordinator
(jsjw2@cam.ac.uk)

If you have any queries regarding the application process please contact hr@law.cam.ac.uk

The closing date for applications is 23 July 2025.
The interview for the role will likely be held in w/c
4 August 2025



UNIVERSITY OF
CAMBRIDGE