

Assistant Professor

Faculty of Economics



Assistant Professor – Faculty of Economics

Salary:

£45,585 - £ 57,696

Contract:

Permanent

Location:

Cambridge

Department:

Faculty of Economics

Responsible to:

Chair of the Faculty

Working Pattern:

Full Time

**Key duties and responsibilities
(Statute D,II,4 and D, XVII)**
1) Teaching:

- writing lecture material and handouts and presenting information in lectures;
- seminars and tutorials;
- marking student papers;
- may be member of departmental planning team to determine teaching programme for the academic year;
- takes feedback from students to improve teaching methodologies and content within the department/faculty; for example, will make changes to course material;
- changing and adapting course material following research; providing guidance and advice to students e.g. career advice or pastoral care regarding personal issues.

2) Research (Publications):

- Writing national and international papers on topic relevant to specialist subject area. This will include journals, books and other material.

3) Research (Active):

- investigating new areas of research within specialist subject area;
- identifying research topic;
- determining appropriate research methodologies for research;
- adapting research methodologies;
- applying appropriate research methodologies for research and analysing results/conclusions to formulate new concepts and ideas;

- writing reports to relevant bodies about progress of research.

4) Examinations:

- writing examination papers;
- marking examination papers for graduate and undergraduate students;
- writing examination reports for faculty/departmental review;
- writing dissertation reports;
- providing references for students.

5) Administration:

- may be member of departmental/faculty subject group, determining teaching requirements;
- actively investigating funding opportunities within area of research – this will include submitting research grant applications;
- may participate in relevant committees within department/faculty;
- may, on occasion, participate in school/University committees where appropriate and/or where invited.

6) Postgraduate students:

- mentoring and guiding the work and research of postgraduate students.

7) External:

- attending conferences in specialist subject area to liaise and network with national/international colleagues the role holder may, on occasion, be invited to give presentations and lectures in his/her specialism and/or organise sessions in conferences or workshops;
- participating in external working groups – on occasions the role holder may be asked to participate in collaborative projects;
- may provide references on behalf of academic colleagues;
- may participate in peer review of publications.

8) Other:

- Undertake other duties as appropriate.



Role Detail

Role Purpose

The purpose of the role is to support and maintain the University's national and international reputation for excellence in teaching and research. Contribution to excellence in research will encompass international recognition in the post holder's relevant subject area through originality in research and scholarship and contribution to the advancement of knowledge in the subject area. Contribution to teaching will include an established reputation and contribution to teaching within the department/faculty. The role holder will participate in the overall contribution of the department/faculty, where appropriate.

Role Summary

The successful candidates will be expected to undertake teaching (which may be in the form of lectures, seminars and classes) and will also be expected to act as an examiner, as directed by the Faculty Board. They will also be expected to undertake research with a view to publication in the best international journals and to undertake administrative tasks as directed by the Faculty Board.

They should be able to demonstrate a potential for an effective contribution to teaching and to their subject in areas other than teaching, such as the management of research, general contribution to their discipline and administration. They should also have achieved or demonstrated a potential to achieve international recognition for their research

Appointment

Recruitment to a role at this level is determined by personal merit and the application of criteria related to the duties of the role. Normally, posts are created and filled through promotion's exercises in accordance with the criteria set out in Section 5 of the Senior Academic Promotions Guidance. However some posts may be advertised and an appointment made by open competition.

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role and is detailed in the advert and/or further particulars. Offers of employment will be conditional upon the satisfactory outcome of all required pre-employment checks and whether an outcome is satisfactory will be determined by the University.

Service Delivery

- Role holder takes feedback from students to develop and monitor teaching in their specialist subject area. They are likely to do this as part of a working group within the department/faculty.
- Role holder may participate in committee work that affects the running and development of facilities, policies and procedures within the department/faculty.

Promotion

Progression from one grade to another is not automatic and requires a positive recommendation from the institution. Promotion to Professor requires the approval of the University on the recommendation of the General Board (in accordance with the provisions in Statutes and Ordinances) and the role holder must meet the criteria for a role at this level.

Decision Making

Decisions taken by the role-holder without reference to others.

- Determines own research topic and publications material.
- Writes own teaching material and handouts.
- If applicable, the allocation of work to research grant employees.
- Expenditure of research grant money.
- The role holder allocates marks to examination papers.

Decisions taken by the role-holder in collaboration with others.

- As an active member of the department/faculty, the role holder participates in planning and determining priorities in both teaching and administration.
- The role holder participates in smaller subject groups that review and monitor teaching in specialist subject areas within the department/faculty.
- The role holder may, on occasion, participate in the recruitment and appointment of academic staff in external institutions.
- The role holder may, on occasion, participate in collaborative research projects or publications, for example taking joint decisions about the direction of research.
- If applicable, the role holder may participate in the recruitment and selection of research grant employees.
- The role holder, with other academics, marks examination papers.

Decisions taken by others following advice or input by the role-holder.

- The role holder provides advice and guidance to postgraduate students regarding their studies and research.
- The role holder may, on occasion, provide editorial recommendations to external publishers.
- The role holder may review grant applications on behalf of funding bodies.

Problem Solving

- The role holder will be dealing with a number of students who, on occasion, will need support and advice. This may include referring students to other sources of help and may be of a personal nature where tact and diplomacy is required.
- The role holder is likely to deal with attendance problems such as students missing lectures, not submitting work etc.
- The role holder may have to consider the implications of limited funding for research and how money is most appropriately applied to research projects.

Work Environment

Either:

- The role holder works in an office environment, using standard equipment.

Or:

- The role holder works in a lab/research environment, using specialist technical equipment where consideration for the health and safety of his/herself and of others working in the area is an important requirement.

Or:

- The role holder has responsibility for a number of staff within his/her environment where consideration for the health and safety of his/herself and of others working in the area is an important requirement. This may include lab/research environments, where specialist equipment is being used.

Teaching/Training**a. Team Development**

- May induct new member of academic staff in department/faculty.
- May act as mentor to new member of academic staff in department/faculty.
- May participate in departmental/faculty appointments committee.
- May perform appraisals (where appropriate).
- Gives guidance, support and, on occasions, some specific training to other members of staff within department/faculty and/or postgraduate students.

If applicable:

- May induct new members of research team.

b. Teaching and Learning Support

- Gives practical lectures and seminars to students (undergraduate and graduate). This will include standard information sessions e.g. how to use particular equipment or how to apply a particular research methodology.
- Gives lectures and seminars to students (undergraduate and graduate). This will include tripos lectures, MPhil lectures and supervision of project work.
- Assessing student work and giving feedback.
- Assessing feedback from students and making necessary adaptations to teaching material and course content.
- Introducing into course content, the latest thinking in his/her specialist subject area.

Person Specification

Criteria	Essential	Desirable
Education		
Educated to degree level, normally with a PhD in the relevant specialist subject area	✓	
Academic		
Contributing original or innovative research, contributing to the advancement of the relevant subject area.	✓	
Established bibliography of research publications such as journal contributions, books etc.	✓	
A previous and active participant in the national Research Assessment Exercise.	✓	
Will keep up-to-date with the latest thinking in specialist subject area by reading other academic material, attending conferences and active discussions with other academics in field – this may be internally at the University of Cambridge and/or with colleagues at other institutions.	✓	
Established national/growing international recognition in his/her field of research and academia.	✓	
Experience and achievements		
Experienced in giving lectures and seminars to both undergraduate and graduate students and developing innovative course material for said teaching.		✓
Experienced in developing teaching material for lectures and seminars.		✓
May be invited to give papers at conferences		✓
May be invited to give peer reviews		✓
May edit other research publications in specialist subject areas		✓
Acts as external examiner for other Higher Education Institutions		✓

The Faculty of Economics



The Faculty is based in the Austin Robinson building on the Sidgwick site of the University of Cambridge. The Austin Robinson Building has excellent computing facilities, an outstanding library (the Marshall Library) and the University copyright library.

The Faculty is one of the largest in the country, having in the region of 100 staff members, comprising 40 full-time teaching officers, including 20 Professors, and 30 academic-related and support staff. There is a large and growing cohort of postdocs: approximately 13 at present.

Research

The Faculty has a vibrant research environment with regular seminars in microeconomics, macroeconomics and econometrics and additionally more specialized seminars reflecting the research interests of Faculty members.

The receipt of substantial funds has enabled the Faculty to establish the Janeway Institute. The objects and purpose of the Institute are to act as a global centre of excellence for fundamental research in economics, a hub of a global network and endeavour to share best practice. The Institute runs many events throughout the year bringing economists from all over the world to Cambridge.

The Keynes Fund for Applied Economics was launched in the Faculty in response to the world financial crisis of 2008 and its continuing economic consequences. Its purpose is to provide grants for

research, fellowships and teaching at the intersection of financial markets with the real economy.

Teaching

In the most recent HEFCE Quality Assurance Agency for Higher Education audit, the Faculty was awarded a total of 24 points out of 24, having been rated with full marks in all aspects of teaching provision.

Roughly 170 undergraduates are admitted each year to read for the three year Economics Tripos. Competition for entry is stiff: only students with the top grades in A level examinations are admitted. Approximately 150 students are admitted to the MPhils in Economics and Economic Research, 25 to the MPhil in Finance and Economics and 25 students to the Diploma each year. MPhil students are drawn from a pool of more than 800 applicants from all over the world. Around 15 students are also admitted into the PhD programme each year.

The Faculty has an active graduate programme. There are MPhil programmes in Economics and Economic Research, and the MPhil in Finance and Economics. There is also a one-year Advanced Diploma in Economics which together with the above one-year MPhil programmes constitutes a two year master's programme.

School of Humanities and Social Sciences

The Faculty sits within the School of the Humanities and Social Sciences, which is largest of the six schools of the University in terms of student numbers.

The School of the Humanities and Social Sciences 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. We are fortunate in the provision of research funds from the Philomathia Foundation for the Social Science Research Programme.

For more information about the School see the website at:

<https://www.cshss.cam.ac.uk/>



Terms of Appointment

Tenure and probation

Appointments are to the retiring age for established academic positions. For Assistant and Associate Professors the appointment is subject to satisfactory completion of a five year probationary period.

Hours of Work and Working Pattern

The appointment is full-time.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University: www.pensions.admin.cam.ac.uk/.

Annual leave

Academics are entitled in any holiday year to take a minimum of 28 days annual paid holiday. These periods are inclusive of public holidays that fall outside full term.

Sabbatical leave

Cambridge is generous in having statutory provision for leave of absence of one term for every six terms of service. Academic staff use this opportunity for study and research.

College membership

Membership of a College adds an important social and many of the University's academic community find attractive.

Appointment to a College fellowship is a separate matter from a University appointment. Colleges expect all their teaching fellows to take part in undergraduate supervision and College administration, for which the College provides modest remuneration additional to University salary.

Many academic staff will be invited to join a College as a teaching fellow, but it is not compulsory for academic staff to be a member of a College. The Head of Institution or senior colleagues can offer more advice.

Residence

It is a requirement of the role that you are resident in the University during term-time. Further information can be found here: <http://www.admin.cam.ac.uk/univ/so/2014/chapter11-section1.html#heading2-5>

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 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/>).

Health declaration - once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

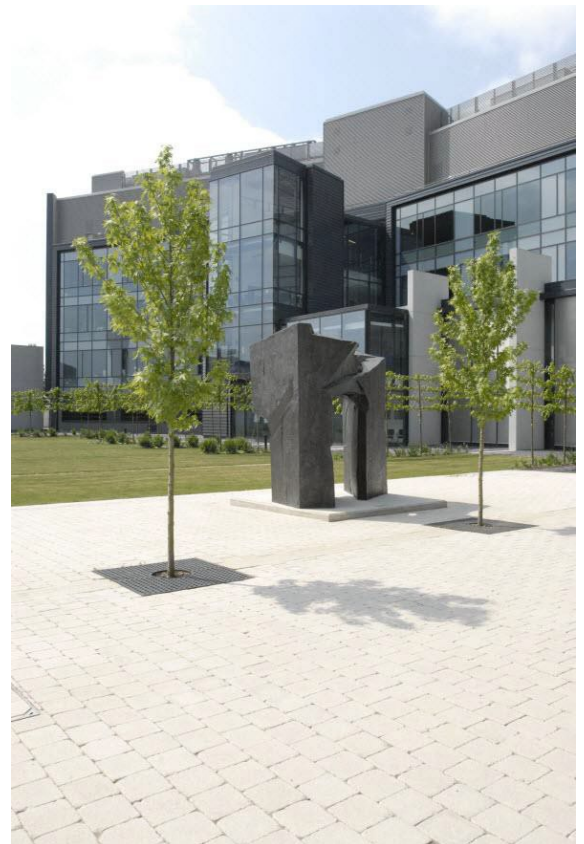
References - Offers of appointment will be subject to the receipt of three satisfactory references with at least one external to the University.

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.

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 Monika Czajka, who is responsible for recruitment to this position, on 01223 335241 or by email on hr@econ.cam.ac.uk



Application Detail

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. In addition to completing the online application, please ensure that you upload the application documentation as follows:

- A signed application cover sheet (CHRIS/6) (Parts I and III only). Please state clearly which post you are applying for.
- A Curriculum vitae.
- An outline of research plans.
- A Full list of publications.
- Three sample pieces of major work.
- Teaching and research interests.
- Candidates should ask three referees to write directly to the Secretary of the Appointments Committee appsec@econ.cam.ac.uk by the closing date

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 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 first-class 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 the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are 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 £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds 400 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 students, provide student accommodation and deliver small group teaching.

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

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.

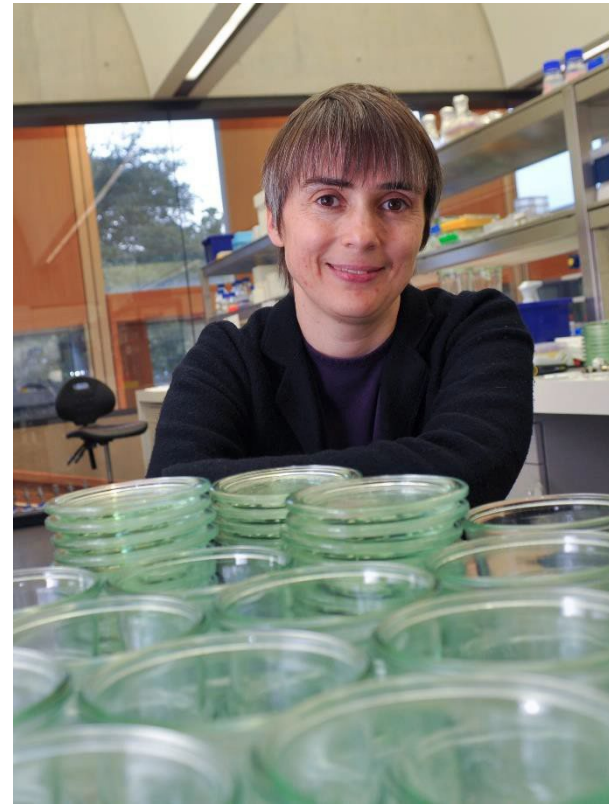
Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 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. Further-more, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. 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 has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.



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.

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.

Further information about attractions in and around Cambridge can be found at [Visit Cambridge](https://www.visitcambridge.org/), the official tourism website for the city.

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.



CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University

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 emergency family care support via My Family Care. In addition, our highly regarded workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. 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 Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge.

Further details are available here:

<https://www.opda.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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the **Cambridge Science Festival** and **Cambridge Festival of Ideas**, as well as **Open Cambridge** weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

What Cambridge can offer

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. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website: www.nwcambridge.co.uk. The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme>

provides financial assistance to qualifying new staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice.

We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here:

<http://www.equality.admin.cam.ac.uk>



Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. 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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016



UNIVERSITY OF
CAMBRIDGE