

Job title	Research & Collections Programme Manager
Grade	Grade 9
Salary range	£40,792 - £51,630
Staff Group	Unestablished Academic-related
Department / Institution	University Libraries

## Role-specific information

### Role Summary

This post will lead, design, facilitate and manage a three-year schedule of work to help build engagement, to strengthen networks and to identify opportunities for joint projects and external research funding between researchers and the world-class historic and cultural collections in the University Library and the University museums. The goal of the programme is to increase research partnerships and research funding by utilising the convening power and research significance of Cambridge's research collections.

The post-holder will need to be a self-starter and have the confidence and experience to build and manage relationships across the research and curatorial community, and help identify and help progress to funding research opportunities arising from this network. They will work closely with Research Funding Officers and Facilitators in the museums, their host departments and in the University's Research Strategy Office. It is anticipated that in the first year of this three-year programme the post-holder will help build this network and facilitate a process to identify a set of prioritised cross-collections/interdisciplinary strategic research themes with international partnership potential. In years two and three, the post-holder will help build on this framework with the goal of establishing two to three strategic international 'clusters' with the potential to drive collaborative research and research funding.

The post-holder will be responsible for determining methodologies and implementing approaches designed to build sustainable networks across the collection/cultural institutions of Cambridge. The post-holder will be responsible for the core budget and staff resources assigned to the 'Collections Workstrand' (equivalent to £340k over three years), and for the development of grant applications and budgets arising from the programme.

## Key Responsibilities

<b>Develop the Collections Workstrand of the International Research Programme:</b>
<ul style="list-style-type: none"><li>• Lead on the strategic planning, fundraising and advocacy for the Collections Workstrand of the International Research Programme, consulting with museum and library directors, researchers and other senior officers within the University and external stakeholders on current and future initiatives arising from the programme</li><li>• Work with the Project Coordinator to establish and maintain all project documentation, including setting project goals, developing performance indicators and project reports/briefings to senior managers and committees (e.g. for the General Board Museums Committee).</li><li>• Act as the main contact for the project across the University museums, University Library and participating academic schools.</li><li>• Provide a strategic focus for research fundraising and lead on the development of major grant funding bids within the remit of the Collections Workstrand, working in collaboration with existing Research Facilitators embedded in the schools and collections and with the Research Office and CUDAR as appropriate.</li><li>• Research and identify research funding potential, with the goal of establishing a potential pipeline of projects.</li><li>• Lead on the collection of data, evidence and other information to inform the development of the Collections Workstrand, including quantitative and qualitative evidence.</li></ul>
<b>Relationship manager and advocate for the Collections Workstrand on behalf of the collecting institutions (University Library and University Museums)</b>
<ul style="list-style-type: none"><li>• Design and implement strategies to help build and strengthen relationships and network across the collections/research community at Cambridge to help deliver the goals of the Collections Workstrand of the International Research Programme.</li><li>• Represent the Programme externally, including helping explore and establish potential international partnerships.</li><li>• Help raise the profile of the Collections Workstrand within the University and beyond by researching, writing and presenting advocacy materials and working with communications leads to showcase achievements.</li><li>• Prepare briefing documents about the Collections Workstrand, for potential funders, and other senior stakeholders.</li></ul>
<b>Collections Workstrand of the International Research Programme: Strategic Development, Facilitation and Liaison</b>
<ul style="list-style-type: none"><li>• Working with the senior managers (University Library, University Museums, research leads) to develop the vision, strategy and programme plan for the Collections Workstrand.</li><li>• Communicate regularly and directly with museum and library directors to ensure their full engagement with strategy, plans and priorities.</li><li>• Act as Secretary to the Steering Group for the Collections Workstrand, including develop agendas, papers and presentations with the Chair. Contribute to the Programme Board led by the Schools of Arts and Humanities and Humanities and Social Sciences as required.</li><li>• Work with senior managers to ensure that the Collections Workstrand actively contributes to the University's Equality and Diversity goals.</li><li>• Design and deliver strategies for engagement, liaison and facilitation designed to help build a strong community of practice across research and collections towards the goals of the Programme.</li></ul>

<b>Project and budget management</b>
<ul style="list-style-type: none"> <li>• Manage the core resources of the Collections Workstrand (people and operational budget) in line with the strategic objectives of the Programme.</li> <li>• Monitor project resources and project progress and ensure agreed stakeholder and funder requirements are met.</li> <li>• Ensure effective coordination and alignment with processes and requirements of the Research Office and Strategic Partnerships Office in the development of funding-bids and external partnerships.</li> <li>• Put in place required documentation and reporting to ensure good governance of the Collections Workstrand.</li> <li>• Identify opportunities and help secure funding from additional sources within the remit of the Collections Workstrand.</li> </ul>
<b>Team leadership, management and supervision, training and people development and recruitment</b>
<ul style="list-style-type: none"> <li>• Recruit and manage staff and other programme contributors, including freelancers (e.g. trainers) as required within the funding and goals of the project.</li> <li>• Provide leadership to the project team, including contributing to the performance review of the Project Coordinator and others as appropriate.</li> <li>• Negotiate and supervise the contribution from other staff not in direct line-management but contributing to the project.</li> </ul>

## Person Profile

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

<b>Education &amp; qualifications</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• First degree or equivalent experience</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Post-graduate research-based degree</li> </ul>
<b>Specialist knowledge &amp; Skills</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Excellent, well-developed and proven skills in effective planning, budget monitoring and project management.</li> <li>• Good understanding of project evaluation in a relevant setting (e.g. research / collections / or culture and heritage).</li> <li>• Evidence of strong self-management and self-motivation.</li> <li>• Excellent digital and IT skills.</li> </ul>
<b>Interpersonal &amp; communication skills</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Skills in communication, facilitation and negotiation; and in managing upwards.</li> </ul>

<b>Relevant experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Significant experience working in a relevant sector (i.e. research/ collections/or culture and heritage)</li> <li>• Experience of partnership working in a complex organisation</li> <li>• Experience of leading and managing complex networks of diverse stakeholders.</li> <li>• Experience of preparing or overseeing successful grant applications.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience and understanding of the higher education sector, including university and research grant structures and procedures</li> <li>• Experience of evidencing impact in research and/or cultural settings</li> <li>• Experience of working on international partnership/research projects</li> </ul>
<b>Additional requirements</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Commitment to understanding of Equality and Diversity as it applies to building networks and delivery through programmes and activities.</li> </ul>

## Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at which level and whether this is an essential or desirable requirement. Full definitions are at <http://www.admin.cam.ac.uk/offices/hr/policy/behavioural/attributes/>; please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

<b>Behavioural Attribute</b>	<b>Level</b>	<b>Desirable or Essential</b>
<p><b>COMMUNICATION</b></p> <p>Communicates effectively with colleagues and contacts.</p>	<b>B</b>	<b>Essential</b>
<p><b>ACHIEVING RESULTS</b></p> <p>Gathers information to understand problems and issues, making recommendations and/or taking action as appropriate. Manages own workload effectively.</p>	<b>B</b>	<b>Essential</b>
<p><b>VALUING DIVERSITY</b></p> <p>Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.</p>	<b>A</b>	<b>Essential</b>

Behavioural Attribute	Level	Desirable or Essential
<b>INNOVATION AND CHANGE</b> Understands the need for change, demonstrates	<b>B</b>	<b>Essential</b>

## Terms and Conditions

<b>Location</b>	Cambridge University Library, West Road, Cambridge CB3 9DR
<b>Working pattern</b>	Full time
<b>Hours of work</b>	There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.
<b>Length of appointment</b>	3 year, fixed term
<b>Probation period</b>	9 Months
<b>Annual leave</b>	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays.
<b>Pension eligibility</b>	Universities Superannuation Scheme (USS)  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: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a> .
<b>Retirement age</b>	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.

The closing date for applications is 7 July 2019. Interviews will be in late July. If you have any questions about this vacancy or the application process, please contact Mark Purcell, Deputy Director – Research Collections, [mp790@cam.ac.uk](mailto:mp790@cam.ac.uk)

Interviews are expected to take place Monday 22 July 2019.

## 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 ranked first in the 2011 QS World University Rankings 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, provide student accommodation and deliver small group teaching (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.

### Cambridge University Library:

Cambridge University Library is one of the world's great research libraries. The Library is a major scholarly resource, not only for the University's academic community, but also for researchers nationally and internationally. Cambridge University Library has been collecting books, manuscripts and archives since the 14th century, and its collections of global scale and significance. As a legal deposit library for over 300 years, the University Library also has comprehensive holdings of UK publications, as well as extensive collections built up through purchase over several centuries.

Organisationally, the University Library comprises the main University Library and its affiliated libraries (see below for a list of all Affiliated Libraries).

#### **The University Library Affiliated Libraries List:**

- The African Studies Library
- The Architecture and History of Art Library
- The Asian and Middle Eastern Studies Library
- The Betty and Gordon Moore Library for Physical Sciences, Mathematics and Technology
- The Casimir Lewy Library (Philosophy)
- The Classics Library
- The Divinity Library
- The Engineering Library
- The English Library
- The Everton Library (Education)
- The Haddon Library (Archaeology and Anthropology)
- The Marshall Library (Economics)

The Medical Library  
 The Modern and Medieval Languages Library  
 The Pendlebury Library (Music)  
 The Seeley Library (History)  
 The Social and Political Sciences Library (Sociology and Land Economy)  
 The South Asian Studies Library  
 The Squire Law Library  
 The Radzinowicz Library (Criminology)  
 The Rayleigh Library (Physics)  
 The Whipple Library (History and Philosophy of Science)

## 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, Camilla Jefferies who is responsible for recruitment to this position, on 01223 747454 or by email on [jobs@lib.cam.ac.uk](mailto:jobs@lib.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](mailto:hrenquiries@admin.cam.ac.uk).