

Job title	Research Facilitator
Grade	Grade 8
Salary range	£36,261 - £48,677
Staff Group	Unestablished Academic-related
Department / Institution	University Libraries

Role-specific information

Role Summary

Cambridge University Library is one of the world's great research libraries. Over the course of more than six hundred years its collections have grown from a few dozen manuscripts in the Common Chest of the medieval University into an extraordinary accumulation of many millions of items, augmented by an ever-increasing range of electronic resources. The collections cover every conceivable aspect of human endeavour, created over three thousand years, and written and in more than two thousand languages. Highlights range from one of the most important extant Biblical manuscripts (the fourth-century Codex Bezae), through to world-class scientific archives, including the papers of Darwin and Newton. From its beginnings as an asset for a small community of theologians and canon lawyers, the Library's mission today has expanded to serve Cambridge and the international scholarly community, and, through digitisation projects, to reach new audiences across the world. The collections have been gradually enriched over the centuries – by gift and, purchase, and through our legal deposit privilege, which has operated without interruption since 1711, and which means that we have one the most comprehensive collections of British books in the world. Around 75,000 items from the historic collections are consulted every year in our reading rooms, both by members of the University and external researchers. Many thousands more are viewed remotely via the Cambridge Digital Library, and we are committed to using digital technologies to bring our unique collections to diverse audiences around the world.

The University Library is the largest component of Cambridge University Libraries, an integrated library service supporting all disciplines, and operating on multiple sites across the city, as well as online. The Library seeks a Research Facilitator who will establish and drive forward a programme of major and minor grant applications which will make a step change in the approach of one of the world's great research collections in pursuing funding for its research activities. This work will be central to the delivery of our strategy. It is envisaged that the role holder will have responsibility for the entire research application process: from prospect searches, spontaneous 'bright ideas', and horizon scanning; matching expertise and collections with opportunities; to grant applications and pitching; to final signing off of research contracts, with the supporting bodies. Once grant-funded projects are completed, the role holder will also be responsible for reporting back as required to the funding body. They will work in parallel and, where appropriate, in close consultation with the University Libraries' separate philanthropic fundraising team.

This post, with a fixed term of three years, is a key part of an on-going strategic initiative to expand and enhance the research capacity, output, impact and profile of the University Libraries and thus enable research-active staff to contribute fully to the broader University's research goals and objectives.

Based in the Research Collections Directorate of the University Libraries and providing support to the Deputy Director (Research Collections), senior curatorial staff, and the Library's conservation team, the post-holder will

play a crucial role in assisting with and administering the Library's emerging research strategy. S/he will be responsible for identifying and developing significant UK, European and international research-funding opportunities for University Libraries staff, and more widely through interdisciplinary opportunities across them and the University more widely. S/he will pro-actively liaise with colleagues to encourage application activity within the University Libraries, offering a supportive level of input to individual or collaborative research and knowledge transfer initiatives. For new and established projects s/he will play a supportive role in administration and documentation, disseminating outputs for a range of stakeholders from Research Councils to charitable or philanthropic organisations. More generally, s/he will work to expand and improve the visibility of the University Libraries' research outputs and profile, both within and beyond the University. Working closely with the Library's Finance Team, the Research Facilitator will support costing and budgeting of research grant applications.

Key Responsibilities

<p>Contributing to and facilitating delivery of the University Library's Research Strategy</p>
<p>Develop, draft and implement the research strategy, agreeing and monitoring targets and action plans with senior colleagues: this will entail developing a sound understanding of the capabilities, aspirations and strengths of research-active staff and the pro-active fostering of good working relationships with them. Monitor policy developments in national and international funding agencies and if appropriate make recommendations for strategy adjustments. Ensure strategy is widely known.</p>
<p>Dissemination, Communications and Advocacy</p>
<p>Ensure that research outputs and their wider impact are appropriately disseminated and communicated, both within the University and beyond. Maintain and expand Libraries' Research web pages. Document impact of research activity and work with internal and external comms colleagues to communicate it. Draft relevant reports for senior boards and colleagues.</p>
<p>Grant Preparation and Administration</p>
<p>Identify funding opportunities, on own and with relevant colleagues; Advise on funding criteria and eligibility Identify and draw out potential research projects with the Library's academic partners in departments and faculties, matching expertise and collections with opportunities. Co-ordinate and draft major research grant applications; oversee applications made by c20 expert staff. Administration of all stages of Library grant applications – from preparation through to final evaluation Ensure grant reporting deadlines are met; and ensure compliance with University regulations Support accurate costing and budgeting of applications, keeping accurate records of expenditure</p>
<p>Other Administration</p>
<p>Act as Secretary to Libraries' Research Committee: agenda, minutes, following up actions Assist in producing job descriptions and contracts for research posts Work with Deputy Director to scope new programme of short-term visiting fellowships focused on research collections and manage as appropriate.</p>

Person Profile

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

Education & qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • In addition to holding a first degree in a subject relevant to the Libraries' collections, the successful candidate is likely to have completed a post-graduate course of study, preferably in a discipline relevant to our collections.
Specialist knowledge & skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent analytical and research skills, including the ability to collect and analyse information rapidly, accurately and in a relevant manner from disparate sources, identifying key points and drawing conclusions. • Excellent drafting skills; the ability to understand, absorb and relay complex information about research, teaching and in particular the Libraries' Collections clearly to potential funders in an accessible and compelling manner, targeting as appropriate for each individual case, and to disseminate research outputs in appropriate formats for a range of purposes (eg for University central bodies, Research Councils, philanthropic foundations or high net-worth individuals). • Interest in and commitment to working for one of the world's great research libraries and willingness to participate in its promotion; understanding of the University's research collections and its current and potential research strengths. • A broad-based understanding of university and library research priorities and of online research resources with a focus on targets: outcomes not outputs. • In-depth knowledge of funding policies and developments in both HE research and the library and information sector. • A working knowledge of negotiating and drafting grant and research contracts. • Experience of handling and recording sensitive information in accordance with the Data Protection and Freedom of Information Acts. • The ability to plan, organise and manage own workload to meet agreed deadlines and respond effectively to changing and conflicting priorities. • High level of computer literacy including working knowledge of research costing tools and competence in Microsoft Excel or similar.
Interpersonal & communication skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent communication and influencing skills, and the ability to develop effective working relationships with both Libraries colleagues and external contacts, dealing effectively with people at all levels and engendering the respect of the many stakeholders with whom s/he will interact. • Ability to work with a wide range of internal and external colleagues in a professional manner with a high degree of cross-functional and inter-disciplinary awareness. • Evidence of tact and discretion in dealing with confidential matters.

Relevant experience	<p>Essential</p> <ul style="list-style-type: none"> • Research facilitation in a comparable research-intensive university, or research institute • Proven track record of seeking and securing external funding opportunities in a research-intensive university environment, or equivalent. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of servicing a Research Committee within an academic environment • Experience of working with international institutions and collaborations • Experience of facilitating, accommodating and supporting change in a large organisation • Understanding of Cambridge University's research collections and its current and potential research strengths
Additional requirements	<p>Essential</p> <ul style="list-style-type: none"> • On occasion, attendance at evening or weekend events may be required to pursue funding opportunities, and occasional travel for work-related purposes.

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.

Behavioural Attribute	Level	Desirable or Essential
<p>COMMUNICATION</p> <p>Communicates effectively with colleagues and contacts.</p>	B	Essential
<p>ACHIEVING RESULTS</p> <p>Gathers information to understand problems and issues, making recommendations and/or taking action as appropriate. Manages own workload effectively.</p>	B	Essential
<p>VALUING DIVERSITY</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>	A	Essential

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

Terms and Conditions

Location	Cambridge University Library, West Road, Cambridge
Working pattern	Full Time
Hours of work	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.
Length of appointment	3 years, fixed term
Probation period	9 Months
Annual leave	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays.
Pension eligibility	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: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for unestablished academic-related staff

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form

The closing date for applications is 15 July 2019. If you have any questions about this vacancy or the application process, please contact Mark Purcell, Deputy Director – Research Collections, on mp790@cam.ac.uk.

Interviews are expected to take place mid to late August 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 and manuscripts since the 14th century and now has one of the greatest and most accessible collections of books and manuscripts in the world. 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. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.