The Computer Laboratory

The Computer Laboratory is a Department of the University of Cambridge, undertaking research and teaching in Computer Science along with many aspects of Engineering, Technology and Mathematics.

It has a world-wide reputation for academic research with a consistent 5* RAE rating. The Department consists of 36 full-time academic staff, 25 support staff, 7 research fellows, about 40 research staff and 154 PhD students, all accommodated in the William Gates Building at West Cambridge. We have nearly 300 undergraduates studying for Part I, II and III of the Computer Science Tripos and around 45 graduate students studying for the MPhil in Advanced Computer Science.

Further information about the Department can be found on the website: [http://www.cl.cam.ac.uk/](http://www.cl.cam.ac.uk/)

The Role

The Head of Department is supported in the management of the Department by two Deputy Heads of Department, the Departmental Secretary and the Principal Research Associate.

The role-holder deputises for the Head of Department in matters relating to research strategy and research management being responsible for the delivery of an effective administrative service to support the Department’s research and development activities and having a significant and proactive role in the development of the Department’s research strategy and in the implementation of that strategy.

The role holder:

- Investigates opportunities for funding;
- initiates contact with potential sponsors in government, industry and charities both within the UK and abroad;
- manages the on-going contact with potential sponsors, whether the contact was initiated by role holder or by someone else in the Department;
- generates business and negotiates new funding agreements with potential and existing sponsors in a wide variety of institutions from local start-ups to major international organisations and government departments;
- interprets University policy concerning research, contributes to the development of the Department’s research portfolio, and develops local policies and procedures;
- holds a key role in supporting the long term development of the Department by contributing to its Strategic Plans, leading its marketing activities and fostering good relations with sponsors and collaborators;
- works with the Department’s Outreach Administrator in coordinating fundraising and liaison with the Department’s Industrial Supporters Club;
- deputises for the Head of Department when meeting sponsors, attending events, contributing to University policy discussions, etc.;
• liaises with other Research Facilitators, and research officers, across the University to ensure the best outcomes for the whole University from industrial sponsorship.

The Head of Department may also from time to time require the role holder to perform other duties appropriate to the grade of the post.

Main Responsibilities

<table>
<thead>
<tr>
<th>Strategic liaison with industrial sponsors and collaborators</th>
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<tr>
<td>• Investigates opportunities for funding</td>
</tr>
<tr>
<td>• Initiates contact with potential sponsors in government, industry and charities both within the UK and abroad.</td>
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<tr>
<td>• Maintains on-going contact with potential sponsors, whether the contact was initiated by role holder or by someone else in the Department;</td>
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<tr>
<td>• Negotiates new funding agreements with potential and existing sponsors</td>
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<tr>
<td>• In liaison with the Outreach Administrator, maintains a network of contacts outside the Department to gather information about sponsors and funding opportunities</td>
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<td>• Strengthens links with existing sponsors and members of the Department’s Industrial Supporters Club</td>
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<td>• Is the main point of contact with the Partnership Group in the Research Office</td>
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<td>• Develops policy and procedures in the Department.</td>
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<td>• In collaboration with other Research Facilitators, co-ordinates approaches to industry across the University to ensure the best outcomes across the University as a whole.</td>
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Development of research strategy

The role-holder drives the development of the research strategy for the Department under the leadership of the Head of Department.

- Consults with academic staff to identify research directions
- Synthesises a departmental research strategy
- Produces and maintains the Department’s research strategy document
- Manages the relationship of academic staff to the strategy encouraging participation and collaboration
- Disseminates the document to third parties
- Tracks the progress of tasks arising from the strategy
- Measures the research performance of the Department and advises the Head of Department on the strengths and weaknesses in the Department’s research portfolio, and advised on action to prepare the Department for research assessments.

Enterprise strategy

- Provides advice to staff and students on the protection and commercial exploitation of intellectual property
- Provides advice to staff on consulting
- Is the department’s day-to-day liaison with Cambridge Enterprise, keeping up to date with developments in University policy and advising staff on when they should talk to Cambridge Enterprise
- In collaboration with the Outreach Administrator, identifies sources of support in the University and in the local entrepreneurial community, and develops opportunities for staff and students.

Research Grant application strategy and management

- Disseminates information about calls for grant applications and other funding opportunities directly to individual PIs in line with their specific research interests
- Responds to enquiries from potential sponsors, making the decision whether to pursue funding opportunities as a research grants, a donation, contract research or through consulting
- Liaises with the Research Office to obtain information about calls and potential sponsors
- Coordinates major grant applications through liaison with the partners
- Has delegated authority from the Head of Department to authorise grant applications (circa 100 per annum)
- Coaches PIs on how to improve the chances of their applications succeeding
- Advises PIs on how to ensure that research grant applications meet the University’s requirements, are in line with the Department’s normal working practices, and maximise the potential for high-quality research
- Negotiates with sponsors to ensure that new research grants meet the University’s requirements and that the work is in line with the Department’s research strategy
- Makes judgements on behalf of the Head of Department concerning intellectual property terms, management fees, liabilities, financial terms, etc.

Active Research Grant Management

Communicates between sponsors, the Research Office and Principal Investigators (PIs) to ensure full understanding of research grant contracts
- Ensures that PIs adhere to the contractual requirements of the various sponsors
- Mediates in financial and intellectual disputes between sponsors, the Research Office and the Computer Laboratory, seeking to find a resolution that satisfies the requirements of all parties while working within the University's regulations and the intellectual aims of the research project
- Advises on the completion of final reports, giving information and guidance as required
- Checks final reports and under delegated authority from the Head of Department, signs off those reports for submission to sponsors.

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

<table>
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<tr>
<th>Education &amp; qualifications</th>
<th>- Master’s degree in computer science, technical or business administration or an allied discipline, or experience at the same level</th>
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</table>
| Specialist knowledge & skills | - The ability to prepare and interpret statistical and financial data and information  
- Organisational skills including the ability to plan work and manage conflicting and rapidly changing priorities  
- Professional presentation skills |
| Interpersonal & communication skills | - Clarity of vision and the ability to communicate this  
- The ability to think strategically  
- Strong interpersonal skills both one-to-one and in groups  
- Mediation and other dispute resolution skills |
| Relevant experience | - Significant post-qualification experience of academic or industrial research and development including project and programme planning and management, financial management and contract negotiation |
| Additional requirements | - Administrative IT skills, including a high level of proficiency in the Microsoft Office suite, particularly in the use of Excel  
- A working knowledge of financial governance in academia |

Terms and Conditions

<table>
<thead>
<tr>
<th>Location</th>
<th>William Gates Building, JJ Thomson Avenue, Cambridge CB3 0FD</th>
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<tbody>
<tr>
<td>Working pattern</td>
<td>Monday to Friday</td>
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<tr>
<td>Hours of work</td>
<td>Hours of work will be agreed between the role holder and the Head of Department. As a guideline, the General Board expect the average full-time working week to be in the region of 37 to 40 hours a week. Under the Working Time Regulations 1998, employees are not required to work more than 48 hours a week unless having signed an agreement to do so.</td>
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<tr>
<td>Length of appointment</td>
<td>24 months</td>
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<td>Probation period</td>
<td>9 months</td>
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<td>Annual leave</td>
<td>33 days plus public holidays</td>
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<tr>
<td>Pension eligibility</td>
<td>Universities Superannuation Scheme (USS)</td>
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Pre-employment Check Requirements

We have a legal responsibility to ensure that employees have the right to work in the UK before starting working for us. If the successful applicant does not have the right to work in the UK already, any offer of employment we make will be conditional on the right to work being granted. Further information may be found on the Right to Work page within the ‘Applying for a job’ section of the University’s Job Opportunities pages http://www.jobs.cam.ac.uk/right/have/.

Application Process

Applicants are asked to complete the CHRIS/6 cover sheet (parts 1 & 3 only) available on the website, and send it with a full curriculum vitae and a covering letter explaining their interest in the position and how their experience would help them to fulfil the role, to the Departmental Secretary, Computer Laboratory, William Gates Building, JJ Thomson Avenue, Cambridge CB3 0FD or by email to personnel-admin@cl.cam.ac.uk to arrive no later than noon on Monday 22 April 2013.

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

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.

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 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 one other people new to the area.

We welcome and support individuals from under-represented groups, as set out in the Equality of Opportunity section below.

- **Extensive development opportunities** - The encouragement of career development for all staff is one of the University's core values. You will find that we put this into practice through various services and initiatives, which include:
  - 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 on our CAMBens Employee Benefits web pages at [http://www.admin.cam.ac.uk/offices/hr/staff/benefits/](http://www.admin.cam.ac.uk/offices/hr/staff/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/](http://www.jobs.cam.ac.uk/) and [http://www.admin.cam.ac.uk/offices/hr/staff/](http://www.admin.cam.ac.uk/offices/hr/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 2011 and we hold an Athena SWAN bronze award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

**Information if you have a Disability**

We welcome applications from individuals with disabilities and 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.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can contact a member of the Computer Laboratory’s HR team on (01223) 334603 or by email to personnel-admin@cl.cam.ac.uk Alternatively, applicants can contact the HR Business Manager in the School of Technology, email hrenquiries@admin.cam.ac.uk