

Job title	Senior Research Associate: Academic Programme Manager with the Centre for the Study of Existential Risk
Grade	9
Salary range	£39,992 - £50,618
Staff Group	Research
Department / Institution	CRASSH

Role-specific information

Role Summary

This is a senior research associate role, which combines academic, management and administrative responsibilities. The Centre for the Study of Existential Risk (CSER) seeks an ambitious candidate with initiative and a broad intellectual range, who will play a central role in developing CSER as a world-class research centre. CSER's programme is highly interdisciplinary, with different subprojects relying on different networks of connections. Some of these collaborations are with industry partners and with policy makers, as well as with academics; and many are international. This new post will work alongside an existing management team, CSER's Executive Director and a larger research team, to coordinate and develop a subset of CSER's projects and our overall profile, and to build and maintain our collaborative networks.

This is a unique opportunity to play a guiding role in a world-class research centre. CSER has had great success in its first stage, producing world-leading research on topics ranging from biodiversity loss to the impacts of artificial intelligence, engaging with policymakers at the national and international level, and launching major research initiatives in Cambridge. It has secured substantial research funding for its second stage, which the post-holder will contribute to leading.

The post-holder will play a central role in the Centre's operations and delivery of research programmes, including development of new research directions and priorities, financial management, line management of CSER's postdoctoral researchers, and strategic planning, as well as day-to-day operations. Within Cambridge, the post-holder will also (in conjunction with the Executive Director) work with the Centre for Research in the Arts, Social Sciences and Humanities (CRASSH), the Development and Alumni Office, and the Media Office on CSER priorities such as recruitment, fundraising and outreach, and will work with the Centre for Science and Policy (CSaP) on developing the Centre's policy engagement. It is expected that the post-holder will also engage in individual and collaborative academic research within areas relevant to CSER's broad research aims; this will result in reports and peer-reviewed papers as well as lectures and workshops.

Candidates will have a high level of education, with at least three years experience at a postdoctoral level, or equivalent experience within a relevant setting (e.g. policy, industry, think tank or NGO). More details about CSER's research are available at <https://www.cser.ac.uk>.

Key Responsibilities

The Academic Programme Manager will report to the Centre's Directors, and will work closely with CSER's management committee.

Post-holders will be expected to:

<p><i>Research and scholarship</i></p> <ul style="list-style-type: none"> • Plan, coordinate, develop and contribute to the implementation of CSER's research programmes and collaborations. Research and write relevant reports for the Centre (such as strategy documents; reports to funders). • Conduct independent and collaborative research within CSER's broad focus areas, to be published as papers in leading academic journals, and reports for government, industry, and other relevant organisations. • Organise and participate in meetings, workshops and conferences; leverage Cambridge's convening power to assemble world-leading expert meetings on topics relevant to extreme risks. 	60%
<p><i>Management</i></p> <ul style="list-style-type: none"> • Contribute to financial planning and management of multiple research resources and budgets, alongside CSER's project administrator and CRASSH. • Contribute to the management of the Centre's research and administrative staff, and serve on selection panels for the appointment of postdoctoral and administrative staff. 	20%
<p><i>Liaison and networking</i></p> <ul style="list-style-type: none"> • Maintain coordination and active dialogue about Centre activities with CSER's management committee, collaborating centres, financial supporters, and other stakeholders. Support CSER's broader communication and outreach activities. • Act as an ambassador for the Centre's research, both within Cambridge and externally, engaging with academics, the media, policy-makers, or other external audiences. 	10%
<p><i>Fundraising</i></p> <ul style="list-style-type: none"> • Actively seek additional funding for the activities of the Centre, including identifying opportunities, developing and drafting grant applications. • Contribute to planning and coordinating CSER's grant writing and fundraising activities in collaboration with CSER's Directors and research team. 	10%

The post-holder will be encouraged to set their own priorities within the role, as well as contributing to strategic planning for the centre, and to work with a high degree of independence, and supporting the activities and development of CSER's postdoctoral researchers.

Person Profile

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

Education & qualifications	A high level of education, preferably to a PhD level, and at least three years postdoctoral research experience or equivalent experience in a relevant setting (e.g. policy, industry, NGO). The precise disciplinary background is less important than the ability to engage intellectually with academic researchers and other key stakeholders on CSER's core
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	research areas.
Specialist knowledge & skills	<ul style="list-style-type: none"> • Excellent organisational skills, including the ability to organise own workload effectively and support others in managing competing demands. • Demonstrable ability to engage in financial and strategic planning. • Ability to work effectively as part of a team and to support development of individuals and their engagement and interaction within an interdisciplinary team. • Expertise in some area relevant to CSER's research, or extreme risks more broadly; an interest in the research foci of the centre. • Willingness and ability to contribute to the Centre's grant writing and fundraising efforts. • The inclination and the intellectual versatility to engage with a range of 'big-picture' questions and the ability to pursue such questions in a rigorous way, integrating findings from different academic disciplines using a variety of analytic methods, and the ability to guide others in doing the same.
Interpersonal & communication skills	<ul style="list-style-type: none"> • Evidence of ability to work in collaborative environments. • Excellent written and oral communication and presentation skills, including the ability to represent CSER and its research to diverse stakeholders and expert communities - including academics across disciplines, industry partners, policy-makers and funders. • Fluency in English.
Relevant experience	<ul style="list-style-type: none"> • Experience in project management and ability to lead research programmes, plan and coordinate the work and resources of a research team. • Experience in supporting personal and professional development of others and willingness to take on line management responsibilities. • Experience of workshop and / or other academic event organisation.
Additional requirements	An enthusiasm and strong commitment to the Centre's core research aims is expected. The post-holder is expected to conduct most of their work in Cambridge with occasional international travel for discussions with researchers and other stakeholders in relevant fields, conferences, etc.

Terms and Conditions

Location	The Academic Programme Manager will be based at CSER's offices at 16 Mill Lane, in central Cambridge.
Hours of work	Your appointment is full time. There are no 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, the PI and your head of institution.
Length of appointment	Appointment is to commence as soon as possible. The length of the appointment will be three years from the start date.
Limited funding	This post is funded by a research grant or contract. The position is limited to three years from the start date in the first instance, and the head of department, or his/her nominee, will keep the role holder informed of the funding situation
Probation period	6 months
Annual leave	Full-time employees are entitled to annual paid leave of 6.6 weeks (or 33 days for those working full time), 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 assistant staff/research staff/unestablished academic staff/unestablished academic-related staff OR For established academic and academic-related staff, the University operates a retirement age which is at the end of the academical year in which the University officer reaches the age of 67.

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 on 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. Applications are due by **14 October 2018**, and should include:

- A **Curriculum Vitae**
- A **cover letter** outlining your interest in the role and its fit to your skills and experience (max. 2 sides A4).
- A **sample of writing** of no more than 5,000 words. Candidates should choose a sample that demonstrates their suitability for this project, and their ability to write clearly and effectively. The writing sample may be published work, or a chapter from the applicant's thesis, or other unpublished work.
- The names and contact details of **two referees** who are familiar with applicant's work.

Please ensure that you **upload all requested documents**, in the Upload section of the online application (Please note that if you send any additional documents, which have not been requested, we will not be able to consider these as part of your application.)

The closing date for applications is **14 October 2018**. Interviews are planned for **25 October 2018**. Shortlisted candidates invited for interview will be informed by **19 October 2018**. We regret that we will only contact shortlisted candidates. If you have any questions about this vacancy you can contact Dr Catherine

Research Environment

CSER's research focuses on the identification, management and mitigation of possible extreme and existential risks associated with human activity. Our goal is to bring together some of the best minds from academia, industry and the policy world to tackle challenges of ensuring that technological progress is safe and beneficial. We focus especially on under-studied, high-impact risks – those that might result in a global catastrophe, or even threaten human extinction, if only with low probability.

CSER's current research agenda comprises two main strands:

- (1) Developing a general methodology for the management of extreme risk. The aim is to develop a set of methods and protocols specifically designed for the identification, assessment and mitigation of this class of risks. These methods will complement projects on risks in other particular domains.
- (2) Analysis of specific potential risks. Focus areas include bioengineering, climate change, biodiversity loss, artificial intelligence and geo-engineering.

The post-holder will work across a range of projects in both strands. For more information, please see <https://www.cser.ac.uk>.

We are housed in 16 Mill Lane at the University of Cambridge. Our administration is based within the university's Centre for Research in Arts, Social Science and Humanities (CRASSH). Within the University of Cambridge, CSER has several collaborative links relevant to this project, including with the Centre for Science and Policy, the Synthetic Biology Strategic Research Initiative, Cambridge Infectious Diseases Group, Department of Chemical Engineering and Biotechnology, and the Global Food Security Initiative. Through our distinguished expert Advisory Board, we also have links to policy and technology communities.

CRASSH

CSER is based within the University's Centre for Research in the Arts, Social Sciences and Humanities (CRASSH), which supports, promotes and conducts interdisciplinary research of the highest order. The Centre's managed research programme produces annually over 250 events a year, with 25 conferences, 11 graduate and faculty research groups, Humanitas Visiting Professors, and longer term interdisciplinary research projects. For further information consult the website on www.crassh.cam.ac.uk.

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 (<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, Name, who is responsible for recruitment to this position, on telephone number or by email on email address. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.