

Teaching Associate (Researcher Development) Fixed Term to 1st January 2027

Cambridge Centre for Teaching & Learning
AK44002



Teaching Associate

Salary:

£34,866 – £45,163

Contract:

Fixed Term until January
2027

Location:

Central Cambridge

Department:

Cambridge Centre for
Teaching & Learning

Responsible to:

Deputy Head of CCTL

Purpose of the role

This role forms part of the University’s Researcher Development [RD] team. The RD team, with the University’s Educational Development [ED] team, are part of the Cambridge Centre for Teaching and Learning [CCTL].

The RD team works in close partnership with the collegiate university, including PGRO, the Careers Service, the Accessibility and Disability Resource Centre, the Libraries and the Postdoc Academy. These arrangements enable the RD team to provide highly specialised programmes of personal, professional, and leadership development for Cambridge’s 5500 doctoral students. CCTL’s RD and ED teams also provide expert advice to Schools, Faculties, and Departments on supporting the development not only of their researchers but also the staff who supervise and manage them.

Key responsibilities

- Plan, prepare, and deliver RD activities such as short courses and workshops, including all relevant teaching materials and lead course modules as appropriate
- Change and adapt material following research and/or in response to feedback and prepare proposals for new RD provision
- Create and curate asynchronous digital materials and resources to complement synchronous delivery of courses and workshops, and develop publicity materials as required
- Contribute to programme design and review
- Undertake administration related to programme delivery, ensuring that systems and websites have accurate, up-to-date information.
- Develop analysis and evaluation methods to assess the impact of projects and make recommendations for enhancements where necessary



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Working pattern:

Full-time

Key responsibilities continued

- Plan and deliver appropriate training or communications for students and colleagues related to project areas
- Provide regular updates on project progress to senior managers and other teams as directed. Some contribution to other strategic projects in CCTL / Education Services, as directed
- Liaise with colleagues and students, signposting students to other services eg College Tutor as needed
- Build internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration
- Prepare committee papers for relevant meetings to update on progress on projects, with appropriate support
- Plan and manage own work activity in collaboration with others
- Contribute to planning of joint projects lead by CCTL's RD team / Deputy Head of CCTL.

Person specification

	Essential	Desirable
Education & qualifications		
Doctoral-level qualification or equivalent experience	✓	
Recognition by Advance HE at AFHEA level		✓
A background in the arts, humanities or social sciences		✓
Experience		
Some experience of successfully developing and delivering teaching at university level, including both lectures and seminars or smaller group work.	✓	
Some experience of designing and delivering teaching and/or high-quality personal, professional, or leadership development to researchers. Some experience of online learning tools and pedagogy.	✓	
Awareness of research policy and practice within the UK, particularly how this impacts on early career researchers.	✓	
Excellent interpersonal and communication skills to explain concepts and complex information to non-experts.	✓	
Develop and encourage the commitment to learn in others and to present material to a range of audiences.		
Ability to communicate effectively with a wide range of people at all levels, including the ability to write to a high standard	✓	
Excellent organisational skills, including ability to organise own workload to competing deadlines.		✓
Ability to provide pastoral assistance to students in the form of signposting		✓
Additional requirements		
Self-motivated and well organised; able to switch effectively between tasks and deliver projects on time	✓	
Open-minded and flexible in attitude, including responding positively to change	✓	
Ability to work effectively in a team and independently	✓	

The Cambridge Centre for Teaching & Learning



The Cambridge Centre for Teaching and Learning (CCTL) contributes to the educational excellence of the University and Colleges of Cambridge by supporting individuals who teach / support the learning of Cambridge students; encouraging innovation; providing a sustained focus on complex educational priorities, and helping to develop an evidence base for both designing and evaluating enhancement activities.

About CCTL

Working in a research-rich, devolved environment which is renowned for academic achievement, we promote collaborative, research- and evidence-informed approaches to understanding complex educational priorities, developing as individuals and as educators and contributing to meaningful change.

We provide opportunities to develop knowledge and practice in teaching / supporting the learning and development of Cambridge students and a suite of development activities for postgraduate students. We co-ordinate events and networks which encourage staff and

students to share their best ideas and learn from each other.

Key information

CCTL has particular priorities in these areas:

- encouraging and facilitating inclusive educational practices, including more diverse forms of assessment and educationally effective feedback
- enhancing the education of postgraduate students through researcher development education which fosters students' collaborative capabilities, developing independence and personal effectiveness
- Supporting new supervisors of postgraduate students in developing practice, and working with academic and professional services departments to enhance Cambridge's distinctive and complex research environment
- encouraging, recognising and rewarding excellence in teaching and supporting learning

Education Services



CCTL, with the Careers Service, Educational Quality & Policy, Postgraduate Research Policy and the Blended Learning Service, forms part of the Department of Education & Student Outcomes within the University's Education Services.

Based at the purpose-built Student Services Centre which opened in April 2019, Education Services sits within the Academic Division of the University's Unified Administrative Service (UAS).

Education Services comprises the following departments

- **Student Admissions and Access:** attracting and supporting the admission of a diverse body of undergraduate and postgraduate students and equipping them with the skills and capacity to successfully transition into their chosen subject discipline.
- **Student Support:** making Cambridge accessible, promoting, and facilitating

wellbeing, and providing support for students when they need it.

- **Education and Student Outcomes:** supporting enhancement and assuring the quality of undergraduate and postgraduate education across the collegiate University and supporting students to develop the skills and awareness to build meaningful careers throughout their working lives.
- **Student Administration:** managing the administration of a student's journey from registration to student progression, examination and graduation.

These Departments are supported by the Education Services Support Team which delivers a shared service in the following areas:

- Financial Administration.
- Human Resources support, including recruitment administration.
- Reception and Facilities Management and Health and Safety.

Terms of appointment

Tenure and probation

Appointment will be made on an fixed-term basis until January 2027. Appointments will be subject to satisfactory completion of a probationary period of 1 years.

Hours of Work and Working Pattern

The hours of work for the position are full-time.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

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 to you will be conditional upon you gaining it.

Health declaration

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

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.

References - offers of appointment will be subject to the receipt of satisfactory references.

Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

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, the Department Administrator, who is responsible for recruitment to this position.

The University

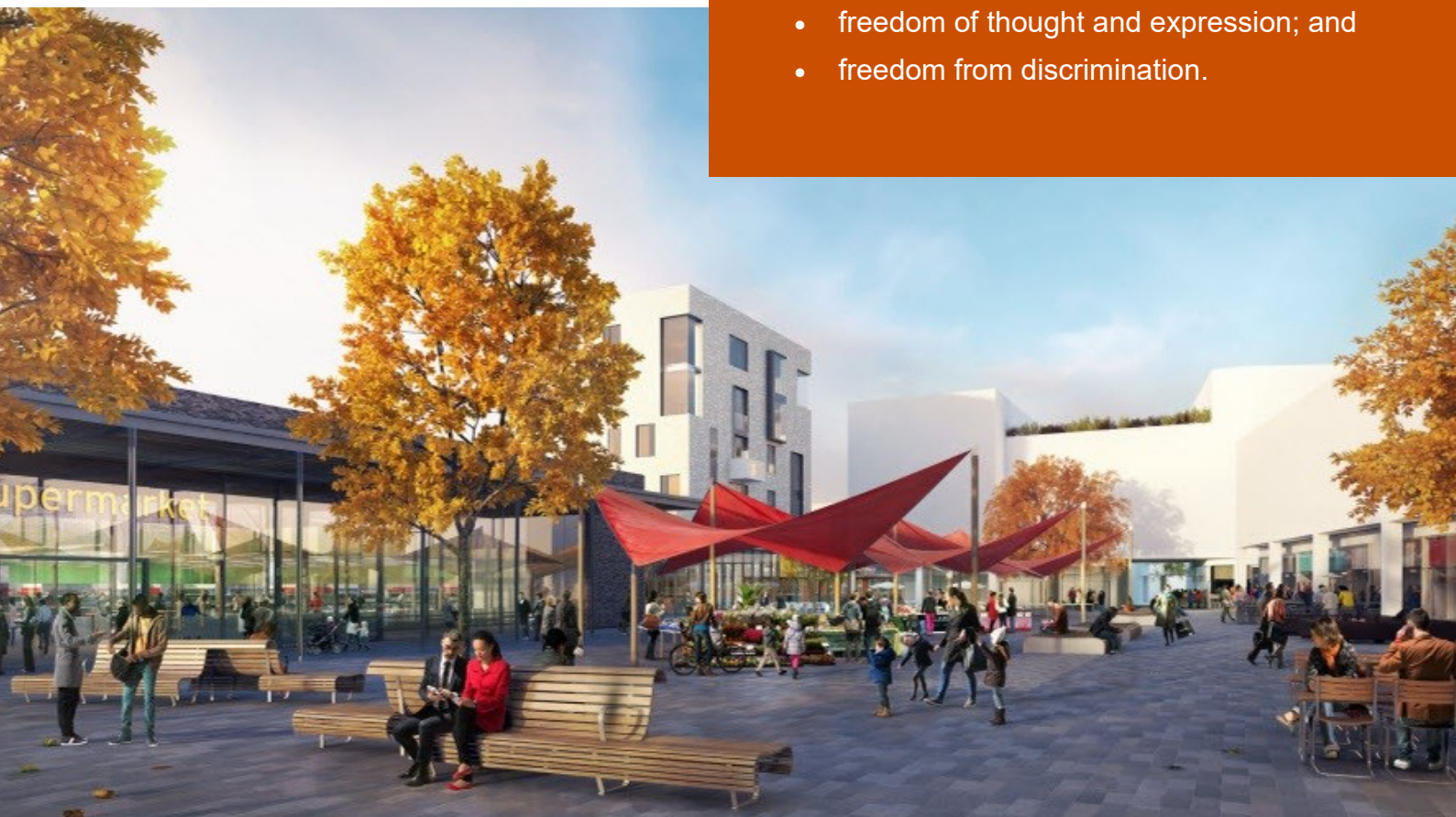
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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 £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

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

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-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new 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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 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.

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'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.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

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.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

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.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

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.

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.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

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 paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Questions related to the role may be directed to:
Dr Annette Mahon (am354@cam.ac.uk).

If you have any queries regarding the application process please contact the Student Services Centre’s jobs team:
sscjobs@admin.cam.ac.uk

Closing date for applications: Sunday 1 December 2024

Expected Interview date: Monday 16 December 2024

