

# Research Associate

Cambridge Centre for Housing and  
Planning Research

**Closing Date: 25 April 2025**  
**Job Reference: JP45172**



# The role

**Salary:**

Associate Grade 7  
£37,174 to £45,413

**Contract:**

Fixed Term (18 months  
in the first instance)

**Location:**

17 Mill Lane,  
Cambridge, CB2 1RX

**Department:**

Department of Land  
Economy

**Responsible to:** Dr

Gemma Burgess, Centre  
Director

**Working pattern:**

Full-Time

We interpret Land Economy broadly, as the multidisciplinary study of how society interacts with the environment, both natural and built. The Department of Land Economy had a highly successful REF-21 submission, in which it was ranked first in the country for research quality (both GPA and proportion of 4\*).

The Cambridge Centre for Housing and Planning Research is part of the Department of Land Economy. Under the direction of the Centre Director, Dr Gemma Burgess, we undertake academic and policy-oriented research in the fields of housing and planning

We are recruiting for a researcher to join the Centre, where we are working across different topics, including:

- Housing supply and affordability, planning obligations, house building, homelessness
- Housing for an ageing population
- Housing tenure and alternative housing models
- Digital innovation and inclusion, smart cities, offsite construction

Information about our current and completed research can be found on our [website](#).

# Research Associate Responsibilities

We are seeking candidates with a PhD (or close to completion) in a relevant field or with equivalent relevant experience to contribute to our programme of research looking at different aspects of housing and planning. We are particularly keen to further develop our research around housing and digital exclusion. You will work on research grant applications, desk-based literature and rapid evidence reviews, data collection and analysis, writing outputs, and dissemination of research findings to different audiences, including through reports and academic publications. You will often be working on more than one research project at a time. An excellent standard of written English is required. Qualitative research experience is essential.

The successful candidate will need to be able to organise, conduct, transcribe and analyse qualitative interviews, as well as have the skills to analyse quantitative information and interpret policy documents. You should be confident in presenting your findings to funders and other stakeholders.

If you are an enthusiastic qualitative/mixed methods researcher with an excellent understanding of the UK housing market and/or the UK planning system, and are keen to develop your research portfolio, we'd love to hear from you.

The successful candidate may work on various existing projects. This may include our long-standing collaborative research programme with Places for People, a large Housing Association. Topics have included modular homes, self-build housing, digital exclusion, housing related stigma and skills in the housing sector. The School of the Humanities and Social Sciences at the University of Cambridge has commissioned a series of projects in support of its work developing the School's research framework. CCHPR and the Faculty of Education are running one of these projects, which is focused on understanding social, cultural, and economic transformation. We also expect to continue our research strand on digital inclusion, and our recent work on homelessness. New projects will emerge and we respond to research tendering opportunities as they arise, meaning future topics for research may vary.

The following captures the University's expectations of the responsibilities of Research Associates:

## Research and scholarship:

- develop research objectives and proposals for own or joint research;
- conduct individual and collaborative research projects;
- write up research work for presentation and publication;
- continually update knowledge and understanding in field or specialism;
- translate knowledge of advances in the subject areas into research activity;
- manage own research and administrative activities, with guidance if required.
- assist in the preparation of proposals and applications to external bodies, e.g. for funding and contractual purposes;

## Liaison and networking:

- plan the use of research resources as appropriate;
- plan and manage own research activity in collaboration with others;
- contribute to planning of joint research projects led by principal investigator.

The role holder will possess some research experience with sufficient breadth/depth of specialist knowledge in the area of housing and planning and of research methods and techniques to work within our established research programmes. They will continually update knowledge in the specialist area and engage in continuous professional development. We would expect a successful candidate to have experience of managing their own workload.

Teaching is not a requirement of this role. However, if a successful candidate is interested in becoming involved in teaching and learning support, we could assist them in identifying opportunities where they may assist in the supervision of student projects; provide limited supervision/instruction to classes; may assist in the development of student research skills; and may plan and deliver seminars relating to research area.

# Person Specification

Requirement	Specification	Essential	Desirable
<b>Education &amp; qualifications</b>	Excellent undergraduate degree in a relevant subject	✓	
	A postgraduate qualification in a relevant field (a PhD or PhD equivalent experience is essential to be appointed at Research Associate level)	✓	
<b>Skills and Experience</b>	Experience of collecting and analysing qualitative data (e.g. interviews, focus groups)	✓	
	Experience of collecting and analysing quantitative data (e.g. surveys, using secondary data)		✓
	A good understanding of UK housing and planning policy	✓	
	Research experience in housing, planning or a similar field	✓	
	Experience of project management		✓
	Track record of writing successful research funding applications		✓
	Experience of writing reports/disseminating research findings		✓
	Relevant research publications		✓
<b>Interpersonal and Communications Skills</b>	Excellent verbal and written English	✓	
	Clear communicator with excellent interpersonal skills	✓	
	An understanding of research ethics		✓
	Experience of liaising with funders and other stakeholders		✓
	Able to work both independently and collaboratively	✓	
<b>Additional Requirements</b>	A high degree of self-motivation and initiative	✓	
	Willingness to travel and conduct research in the field	✓	

# About the Post

Established in 1990, CCHPR's primary objective is the undertaking of policy-oriented research on all issues affecting housing and planning, and the Centre has an international reputation as a leading academic research institution in the fields of housing and planning.

Members of staff within CCHPR work collegially; CCHPR also works with other members of staff within the Department of Land Economy and the wider University, as well as with academics from other institutions, both in the UK and overseas.

We are looking for a Research Associate (Grade 7) to join the Centre. Able to work both independently and as part of a small team, you will have the ability to organise, conduct, transcribe and analyse qualitative interviews, as well as the skills to analyse quantitative information and interpret policy documents. You should be confident in presenting your findings to funders and other stakeholders. In order to be appointed as a Research Associate, the successful candidate will need to have a PhD in a relevant field, or have relevant equivalent experience, and be able to

manage projects through to completion, including writing research proposals and reports.

At any one time, you are likely to be working on more than one project. CCHPR's weekly team meetings and researcher-specific meetings are an opportunity to discuss your work. The range of topics that we cover can be seen on our website, at [www.cchpr.landecon.cam.ac.uk](http://www.cchpr.landecon.cam.ac.uk). You will receive support to develop your ideas and make funding applications to pursue your own research. The position will provide an opportunity for a career within an interesting area of research, and you will have every chance to develop your research skills in a rapidly changing policy context.

Appointment will be at the start of the Grade 7 scale (providing the successful candidate holds a PhD/has relevant equivalent experience) or the Grade 5 scale, according to experience and qualifications, with opportunities for advancement.

This post is based in our central Cambridge offices and will require some travel for fieldwork.



# The Department of Land Economy



We interpret Land Economy broadly, as the multidisciplinary study of how society interacts with the environment, both natural and built. The Department includes lawyers, economists, planners, engineers and public policy, finance and real estate specialists. The Department encourages engagement with public policy and professional practice and thus with the resolution of contemporary problems alongside more fundamental analysis. As currently constituted, the Department of Land Economy dates back to 1961. It is a self-governing academic department within the University's School of the Humanities and Social Sciences. It currently employs around 60 academic staff, including nine full professors. It teaches just under 200 undergraduates, 115 masters students and 70 PhD students.

Research centres within the department include the Centre for Housing and Planning Policy Research, the Centre for Real Estate Research and the Centre for Environment, Energy and Natural Resource Governance, all of which contributed to the Department's highly successful REF-21 submission, in which it was ranked first in the country for research quality (both GPA and proportion of 4\*).

The undergraduate teaching programme

builds on the multi-disciplinary character of the Department. Students receive a grounding in economics, both micro-economics and macro-economics, and then in subsequent years move on to economic analysis of the built and natural environment, including areas such as environmental economics, urban economics, regional economics, finance and investment analysis. Students also receive a grounding in law starting with public law and then moving on to environmental law, the law of real property and private law.

Advanced papers combine these approaches, including those on land markets and public policy, law and economics, urban and environmental planning, and land policy and development economics. Two papers concentrate specifically on real estate finance: fundamentals of finance and investment in the second year and advanced techniques in finance and investment for real estate in the third year.

All students are required to write a dissertation in their third year on a topic covered by one or more of the papers taught in the undergraduate course. At the postgraduate level there are three taught MPhil degrees plus an MPhil by taught MPhil degrees within the Department.

# Terms of Appointment

## Tenure and probation

Appointments will be made on a fixed-term basis for a period of 18 months in the first instance. Limited funding for a specific purpose applies to this role.

Appointments will be subject to satisfactory completion of a six-month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are 100% of full-time / 37 hours per week, working Monday – Friday.

## Pension

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

#### 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. 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).

# The University

**The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.**

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.





The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and



# 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.

"Through its outstanding education, research and innovation, the University of Cambridge has made - and continues to make - a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff, committed to supporting and enhancing the University's mission to contribute to society."

Professor Deborah Prentice,  
Vice Chancellor, 2023





# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 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.

## Working at the University

### **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'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.



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.

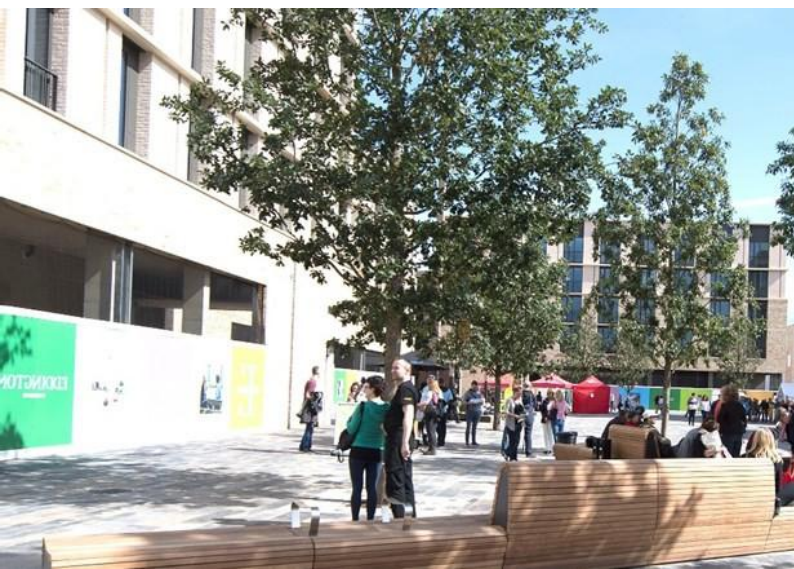
If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races 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.

## 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 26 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 are 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 (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## 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](http://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.

In order for your application to be considered, please upload the following:

- A cover letter detailing how you meet the essential (and, if applicable, the desirable) selection criteria for this post
- A document containing your Curriculum Vitae (CV).

Informal enquiries about the role are welcomed and should be directed to Dr Gemma Burgess, Director CCHPR, [glb36@cam.ac.uk](mailto:glb36@cam.ac.uk)

If you have any questions on the application process, please contact the Departmental Administrator Samantha Wyatt on [slc74@cam.ac.uk](mailto:slc74@cam.ac.uk)

**The closing date for applications is midnight (GMT) Friday 25 April 2025.**

**Interviews are planned for the week commencing Monday 12 May 2025.**

