

JOB TITLE: ASSOCIATE DIRECTOR (CCAF RESEARCH PROGRAMMES)- (FIXED TERM)

REPORTS TO: EXECUTIVE DIRECTOR, CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE

Background

The Cambridge Centre for Alternative Finance's (CCAF) mission is to create and transfer knowledge addressing emergent gaps in the financial sector to support timely and evidence-based decision-making. The role holder, is one of the senior managers of the Centre and a member of the CCAF Executive Team, whose primary responsibility will be developing CCAF's research agenda, managing research operations, co-ordinating research activities between Centre's various research clusters, planning research initiatives and programmes, and facilitating academic research and academic collaborations within Cambridge Judge Business School (CJBS) and the wider University. The role holder will ensure that increasing academic output and publication in peer-reviewed journals are one of the key proprieties of the CCAF. The role-holder will collaborate closely with CCAF directors, research leads, programme funders, and other key stakeholders to help develop and implement a coherent, strategic, and high-impact research agenda focused on the development of online alternative financing instruments, channels, and systems. This research agenda includes tracking and analysing the development of fintech markets and related regulation and policy regionally and globally, the study of regulatory and supervisory innovation initiatives, and research on the continued evolvement of digital assets ecosystem. The role-holder must be able to effectively facilitate co-ordination and collaboration among CCAF's research clusters, consider resourcing implications, implement processes and procedures that ensure excellence in research and impact. This role will directly report into the CCAF Executive Director with indirect report to CCAF's Academic Director to ensure academic alignment.

The role

The purpose of this role is to oversee, develop and co-ordinate all aspects of academic research at the Cambridge Centre for Alternative Finance in close collaboration with CCAF directors and research leads. This is a crucial role in managing the CCAF's multiple externally funded research programmes by implementing fit-for-purpose research processes and procedures, from research planning, research proposal, research contracting and procurement, to ensure the standard of data collection, the rigor of data analysis and the quality of research output across the CCAF research clusters. This role will also ensure that increasing the quantity and quality of academic output is one of CCAF's key strategic priority.

In this capacity, the role includes senior managerial responsibilities relating to the administration of the research programs, as well as the facilitation of efficient and effective co-ordination and collaboration between research programmes and among CCAF's research clusters. The role-holder will be managing, supporting, and enabling up to eight research leads/co-heads and the teams that they are leading. The

role holder will be a part of the CCAF Executive Team and work closely with other directors and senior management team to ensure the execution of the Centre's strategies, the alignment of objectives, the facilitation of academic research output and the assessment and reporting to various key funders and stakeholders.

Main responsibilities

- Contribute to the long-term objectives and strategic direction of the CCAF's research activities including the implementation of Centre's research programmes. Be a member of the CCAF's Executive Team, ensure research excellence and impact, and facilitate academic research output and collaborations.
- Oversee the co-ordination and collaboration between and among CCAF's research initiatives and research clusters. Participate fully in discussions on the appropriate strategic direction for all aspects of research activity, manage research interfaces across multiple internal and external research partners, ensure compliance with University and funder policies and procedures.
- Develop and manage key stakeholder relationships and ensure the implementation of funded programmes on time, within allocated budget and achieve desired impact. The role-holder will be speaking to senior decision-makers at institutions such as the World Bank, the Financial Conduct Authority, the Inter-American Bank, Gates Foundation, the World Economic Forum etc and in certain cases being the primary relationship manager for these stakeholders.
- Manage major funding applications and proposals liaising closely with the departmental research grants team. Advise and support with the content of grant applications through the management and co-ordination of all aspects of proposal writing and grant submission. Work with the rest of the Executive Team to plan and project manage research related activities as well as new research programmes and collaborations.
- Responsibility for overall co-ordinating research resources including staff, interns, research affiliates, research partners, timelines, research budgets and adjustment of deliverables. Role holder will be responsible for supervising the standard of research outputs including the design of final reports, the organisation of a dissemination event or similar deliverables.
- Facilitate academic output and academic collaborations with CJBS faculty, post-doctoral researchers and PhD Students and the wider University, as well as external academic institutions utilising the empirical data collected by the CCAF and its extensive global networks.
- Represent the CCAF at appropriate events, communicate complex research ideas to people who are non-specialists as well as peers including policymakers, regulators, supervisors, corporates and mainstream media.
- Develop and manage research budgets for outreach activities, formulate budget plans and forecasts including those required for the annual planning round. Identify appropriate sources of funding for research activities and research infrastructure requirements.

The person

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

- PhD/MBA/post graduate qualification preferable, but not essential as experience and knowledge equally valued.

- Demonstrated experience and leadership in delivering large-scale and high-impact research programmes or projects.
- Demonstrated experience and outcomes in managing research teams in an academic or related environments.
- Demonstrated experience in achieving research impact and in facilitating high-standard academic outputs.
- Demonstrated experience in managing grant-funded research programmes and impact capture and evaluation.
- Extensive experience of resource management at a senior level with the proven ability to drive forward actions to meet funders' expectations.
- Comfortable to push for outcomes and manage conflicting demands from various project managers. The role holder will need to be tenacious and focused on timescales and outputs.
- Demonstrated experience in grant writing and grant reporting.
- Project management qualification desired ie PRINCE2.
- Previous experience working in academic research and international development (financial sector development experience preferably).
- Resource management planning and resolution (eg staff, time and budget).
- Understanding of digital financial services and related regulatory and supervisory issues.
- Excellent written and oral communication skills.
- Excellent analytical skills and critical thinking.
- Co-ordination and collaboration skills.
- Available to travel regularly and work remotely. On occasion, for weekends or on-call as related to research deadlines.

Benefits

This is a full-time position working 37 hours per week. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £46,735-£59,139 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

This is a fixed term for 12 months in the first instance.

The University of Cambridge comprises more than 150 departments, faculties, schools, and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care,

financial services, and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 9 May 2025.

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

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than 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.

The University has various diversity networks which help it to 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, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability 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, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position by email on hrsupport@jbs.cam.ac.uk.