Research Excellence Framework (REF) Project Manager
Faculty of Mathematics

Job Reference: LE16124
Closing Date: 29th July 2018
The Role

**Purpose of the role**

We are seeking a Research Excellence Framework (REF) Project Manager who is responsible for supporting the Unit of Assessment (UoA) Chair, Academic and Research staff and other Administrators, to set up and deliver the effective coordination and planning for all aspects of the Research Excellence Framework 2021 administration for Mathematics.

Based at the Centre for Mathematical Sciences, this role will take primary responsibility for the preparation of the Faculty of Mathematics’ REF submission. You will be responsible for the project management of the submission, helping to shape and implement policy, as well as create auditable records for the submission, chase queries, create summaries and produce statistics.
## Key Duties & Responsibilities

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<td>1.</td>
<td>Prepares and implements a plan for the effective support of REF submissions for the department recognising the changing needs and phases for REF 2021. Formulates and implements REF policy and procedures to optimise the REF submission.</td>
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<td>2.</td>
<td>Key point of contact for the Faculty REF Committee of senior academics advising the UoA Chair, as well as the wider body of departmental academic and professional staff, providing authoritative and consistent information and advice on REF rules and local processes.</td>
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<td>3.</td>
<td>Provide wide expertise and an active and on-going research, awareness and analysis of the global set of REF policies and procedures, and those specific to the department. Details of policy are subject to change, therefore the post holder should always be up to date with any changes issued by Research England in the course of the period of REF preparation.</td>
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<td>4.</td>
<td>Manage all aspects of the preparation of the Faculty’s submission, with responsibility for planning the steps in process to ensure the submissions are completed to the highest standard and in a timely fashion, defining deadlines and working with the academic and professional staff to ensure these deadlines are met.</td>
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<td>5.</td>
<td>Administrative secretary for the UoA panel. Prepares Agenda and produces position papers and takes forward actions arising out of these meetings. Briefing Heads of Department on complex issues that may arise in taking forward the preparation of the Faculty’s submission.</td>
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<td>6.</td>
<td>Works alongside academics, senior management in companies and other external sources to collect data for the justification statements that accompany the research outputs, the impact case studies, the environment/impact templates which are all key requirements for the submission. Determining data to use to best effect, how to present it succinctly and accurately, and identifying opportunities to use other information that could reinforce the submission.</td>
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<td>7.</td>
<td>Maintains an overview of the whole submission to advise academic/research staff on opportunities to shape, connect or choose individual items of data or presentation of that data to improve the overall effect in the submission.</td>
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<td>8.</td>
<td>Responsibility for creating and maintaining an auditable record of all data used in the submission. This is a complex and substantial undertaking (ca. 160 academic authors, ca. 400 research outputs with justification statements, ~10 case studies, plus data for the environment and impact statements).</td>
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<td>9.</td>
<td>Ensure that every piece of data is underpinned with evidence, organised in a robust structured way such that other staff could find the data and evidence without assistance from the role holder.</td>
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<td>10.</td>
<td>Manages the confidentiality of commercially sensitive information and the data protection issues associated with personal information.</td>
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<td>11.</td>
<td>The role holder will develop best practice within the Faculty for its unit of assessment and ensure that it is shared across the School.</td>
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# Person specification

The following list of selection criteria will be used by the selection panel at every stage of the selection process. Candidates are asked to indicate how they meet the below criteria, including relevant examples, in the Suitability for the Role section on the application form.

Short-listed candidates can be expect criteria marked ‘I’ or ‘T’ to be assessed on the interview day at the panel interview or by means of a test respectively.

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<tr>
<th>Qualifications</th>
<th>Essential/ Desirable</th>
<th>Assessed by Application (A), Interview (I) or Test (T)</th>
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<tr>
<td>Education to degree or equivalent level in a subject that demands logical/structured reasoning and English language skills in presenting evidence, arguments and conclusions.</td>
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<td>Postgraduate research qualifications or experience may be useful.</td>
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<td>Evidence of reasonable dexterity with numbers and basic numerical analysis is required in at least School-level qualifications.</td>
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<th>Experience</th>
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<td>Excellent English comprehension and writing skills for precise and succinct written communications. Similar clarity and efficiency in oral communications. Ability to structure a face-to-face, telephone or email dialogue to drive for clear outcomes.</td>
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<td>Credibility and diplomacy when handling academics and external corporate contacts.</td>
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<td>Interview and/or consulting skills would be helpful as would teaching/coaching skills for helping academics to understand the REF rules so that their can refine their contribution.</td>
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<th>Skills</th>
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<td>Advanced IT skills (Microsoft Office including Word and Excel plus general ability to manage folders, search for information on the web, use web-based applications, etc.).</td>
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<td>Project management: planning scheduling, phasing and communicating projects and meeting deadlines.</td>
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<th>Additional Requirements</th>
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<td>Experience of any of the following would be relevant: gathering data, preparing cases, writing reports, conducting structured interviews, compiling evidence, creating marketing materials and preparing for audits. This experience may have been gained while undertaking research or managing/administering research.</td>
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The Faculty of Mathematics

The Departments of Applied Mathematics and Theoretical Physics (DAMTP) and Pure Mathematics and Mathematical Statistics (DPMMS) together constitute the Faculty of Mathematics, and are responsible for the teaching of Mathematics and its applications within the Mathematical Tripos. Over 800 undergraduate and postgraduate students are enrolled in Parts I to III (years 1 to 4) of the Mathematical Tripos. Part III is not only the 4th year of the undergraduate course, but attracts more than 150 students each year from outside Cambridge, who take it as a one-year postgraduate course, leading to a Masters degree.

The Departments (including the Statistical Laboratory which is a sub-department of DPMMS) are accommodated, along with the Isaac Newton Institute for Mathematical Sciences and the Betty and Gordon Moore Library (covering mathematics, physical sciences and technology) at the Centre for Mathematical Sciences, a beautiful development west of the city centre and close to other Science Departments. The accommodation is of the highest quality and was designed by mathematicians and architects to facilitate the study of mathematics. Both DPMMS and DAMTP gained excellent quality profiles in the 2014 Research Excellence Framework. See [http://www.ref.ac.uk](http://www.ref.ac.uk)

The Faculty of Mathematics is a supporter of the Good Practice Scheme developed by the London Mathematical Society’s Women in Mathematics Committee ([http://www.lms.ac.uk/women/good-practice-scheme](http://www.lms.ac.uk/women/good-practice-scheme)). The Faculty is actively engaged with the Athena SWAN Award Scheme (holding a Bronze Award from 2013).

DPMMS comprises at present about 40 tenured staff, more than 50 post-doctoral members of the Department and more than 90 Research students.

Research

Current research in DAMTP is loosely organised into eight broad subject areas: Applied and Computational Analysis, Astrophysics, Geophysics, Fluid and Solid Mechanics, Mathematical Biology, Quantum Information, High Energy Physics and General Relativity and Cosmology. The boundaries between the areas are not rigid and evolve with time. Many members of staff contribute to more than one area and this is regarded as a key factor in the continuing success of DAMTP. For more information please see: [http://www.damtp.cam.ac.uk/research](http://www.damtp.cam.ac.uk/research).

In DPMMS, there are no formally organised research groups as such. The pages for individual members of DPMMS give information about each person’s research interests (see: [https://www.dpmms.cam.ac.uk/research/](https://www.dpmms.cam.ac.uk/research/)). The research environment in DPMMS is very lively. Many regular seminar series meet weekly during term, and there is a steady stream of short-and long-term visitors from around the world.

Further general information about the University of Cambridge, the Departments and Mathematics in Cambridge may be found on the websites: [http://www.cam.ac.uk](http://www.cam.ac.uk), [http://www.damtp.cam.ac.uk](http://www.damtp.cam.ac.uk), [https://www.dpmms.cam.ac.uk/](https://www.dpmms.cam.ac.uk/) and [http://www.maths.cam.ac.uk](http://www.maths.cam.ac.uk).

The Departments

DAMTP is one of the largest and strongest departments of its kind in Europe. DAMTP is a large Department with around 50 academics (professors, readers and lecturers) and almost 100 contract research staff. There are also 20 – 30 visiting academics, 130 postgraduate research students and 100 graduate students.
The School

The School of the Physical Sciences is one of six Schools making up the academic work of the University. It covers Astronomy, Chemistry, Earth Science, Geography, Materials Science and Metallurgy, Mathematics and Physics.

The School’s aim is to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science and to extend quantitative, qualitative and combined methodologies to address problems in the fields of biology, technology, medicine, social science and the humanities. In pursuit of these goals, the School coordinates objectives in research, teaching, and infrastructure.

About the school

The School of the Physical Sciences comprises the following Departments:

Applied Mathematics and Theoretical Physics (DAMTP)

Chemistry

Earth Sciences

Geography (including the Scott Polar Research Institute)

Institute of Astronomy

Issac Newton Institute of Mathematical Sciences

Materials Science and Metallurgy

Physics (Cavendish Laboratory)

Pure Mathematics and Mathematical Statistics (DPMMS)

The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources. As part of the University’s annual planning cycle, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets as well as the flow of resources to departments. The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100 million.
Terms of appointment

Tenure and probation
Appointment will be made on a fixed-term basis of 2 years (*reason for the limit of tenure: limited funding*). Appointments will be subject to satisfactory completion of a probationary period of 6 months.

Hours of Work and Working Pattern
The hours of work for this position are full-time working Monday – Friday, but a part-time appointment would be considered (minimum 0.7 FTE).

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/](http://www.pensions.admin.cam.ac.uk/).

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.

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/](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, Ms Julie Bazin, who is responsible for recruitment to this position, on 01223 764289 or by email on [hr-office@maths.cam.ac.uk](mailto:hr-office@maths.cam.ac.uk). 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 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 first-class 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 the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are 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.
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 £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 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 students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

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.

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.

About us

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 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. Furthermore, the University’s Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. 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 has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.

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.

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.

Further information about attractions in and around Cambridge can be found at Visit Cambridge, the official tourism website for the city.
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.

CAMbens employee benefits
We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

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 emergency family care support via My Family Care. In addition, our highly regarded workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. 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 Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: https://www.opda.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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.
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. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge
The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff. The University has introduced a Rental Deposit Loan Scheme to support new starters and existing employees with the set up costs of renting privately in the Cambridge area: https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/relocation-housing/rental-deposit-loan-scheme

Equality & diversity
The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

Development opportunities
We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. 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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016
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.

You will need to upload a CV and a covering letter outlining your suitability for the post from the person specification in the Further Particulars. The full contact details for two referees should be included; please note that we will assume that you are happy for us to approach your referees at any stage, unless you indicate otherwise in the space provided on the form.

Informal enquiries are welcomed and should be directed to:

LE16124@maths.cam.ac.uk

The closing date for applications is 29th July 2018