



## *Research Assistant*

### **Project: Mapping education research in sub-Saharan Africa Funders: Jacobs Foundation and ESSA (Education Sub-Saharan Africa)**

#### *The University of Cambridge*

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at the following link, which we hope you will find helpful <http://www.cam.ac.uk/univ/works/index.html>

#### *The Faculty of Education*

The Faculty of Education is a member of the School of Humanities and Social Sciences (SHSS) at the University of Cambridge. It is one of the largest groups of educational researchers and teacher educators in the country. Currently, the Faculty has an academic staff of 11 professors, 9 readers, approximately 40 lecturers/senior lecturers and over 40 research and teaching staff. There are approximately 50 assistant staff in support of teaching, research, outreach projects, finance, library, IT, audio-visual, buildings, etc.

The wide range of academic expertise covers all stages of formal education from the early years to the primary and secondary stages of schooling. We are therefore well placed to make major contributions both to the advancement of knowledge and practice about issues of contemporary significance and to the development of individuals and educational institutions.

The Faculty occupies modern, purpose-built accommodation on a single site at Hills Road. It offers excellent facilities to support teaching and research, including a library service offering

one of the best education collections in the UK, an extensive Learning Resource Centre, teaching rooms, offices and social facilities.

#### *Research at the Faculty*

The policy of the Faculty, and of the University, is that all University Teaching Officers (UTOs i.e., Lecturers) should be active researchers. The Faculty has a diverse research profile, currently with annual grant expenditure of £4 million from a range of sponsors including Charities, Research Councils and a wide range of government departments and national and international agencies active in Education. The University of Cambridge performed strongly in REF2014. The Faculty of Education ranked third in terms of the proportion of its research submission rated at 4\*, with a GPA score of 3.3 and 54% of research submitted being ranked at 4\*.

#### *Teaching and Learning at the Faculty*

The Faculty's focus on its research profile is complemented by its commitment to excellence in all aspects of teaching and learning. The Faculty currently offers a portfolio of Masters and Research degrees and attracts very able students from both the UK and overseas. It is recognised by the ESRC as providing one of the highest quality educational research training programmes available anywhere in the UK and has been highly successful in obtaining studentships from the ESRC and other funding bodies.

The Faculty also offers a PGCE programme which is consistently recognised by Ofsted as being of outstanding quality (grade 1). A close working relationship has been established over a number of years with some 250 schools in the region, enabling about 400 students to prepare for careers in primary, middle or secondary schools each year. These partnerships also support the Faculty's research activities. In September 2015, the University of Cambridge opened a new primary school with strong links to the Faculty.

The Faculty also offers a three year BA degree in Education studies which combines study of core Education papers with one of three distinct tracks: Education, Policy and International Development; Education, Psychology and Learning; and Education, English Drama and the Arts.

### ***Research for Equitable Access and Learning (REAL) Centre at the University of Cambridge***

The Research for Equitable Access and Learning (REAL) Centre at the University of Cambridge aims to pioneer research into overcoming barriers to education, such as poverty, gender, ethnicity, language and disability, and promote education as an engine for inclusive growth and sustainable development. The Centre's research focuses on the poorest parts of the world, primarily countries in South Asia and sub-Saharan Africa, where many children and young people are deprived of access to good quality education and so denied the chance to learn and fulfil their potential. The Centre's work is underpinned by three key principles: adopting rigorous research methods; working in partnership with institutions and individuals in priority countries; and ensuring impact by linking evidence with policy. For further information, see: <https://www.educ.cam.ac.uk/centres/real/>

### ***Education Sub Saharan Africa – ESSA***

Funding for the post from the Jacobs Foundation is being administered through Education Sub Saharan Africa (ESSA). ESSA was established in 2016 by a successful serial social entrepreneur with significant funding and support from the Robert Bosch Foundation. ESSA's

mission is to join up, inspire, focus and increase impact for everyone investing in education in Sub Saharan Africa. It acts as:

- An active connector: mapping key drivers of change and actively connecting key players in this space
- A capacity/capability builder: fostering initially on leadership. This has started with tertiary institutional development on the Continent.
- A knowledge to action activity: finding the most useful data, insights and connections with regards to education in Sub Saharan Africa, ensuring successful translation into action. In addition exploring the gaps.
- All underpinned by a “Go to” knowledge hub: building a high quality, edited open source platform that is free to all in order to connect, support, and mobilise effective people, data and insight to inform, enhance and challenge relevant policy enabling increased impact from investment decisions.

### *The Research Location*

You will be based in the Research for Equitable Access and Learning (REAL) Centre at the Faculty of Education in Cambridge.

### *The Role*

With the support of the Jacobs Foundation, ESSA and the REAL Centre at the Faculty of Education, University of Cambridge are partnering on investigating and consolidating a wide range of existing research initiatives in sub-Saharan Africa.

This partnership involves a project to map education research in sub-Saharan Africa. The project aims to increase the visibility and impact of education research conducted by researchers, institutions and networks in Africa. This involves identifying, cataloguing, reviewing and synthesising policy-relevant education research from the region. Amongst other outputs, the project will produce:

- An open-access database of education research from sub-Saharan Africa
- A literature review synthesising learning in priority areas

The postholder will use academic and grey literature databases and institutional repositories to search for relevant studies based on the project protocol. Studies will be catalogued in an Excel database according to thematic area, research methods, and other criteria. The postholder will regularly analyse and report on patterns in the database and the literature.

### *The Reporting Chain*

The postholder will work with Dr Rafael Mitchell under the direction of Professor Pauline Rose. Specific research tasks and their deadlines will be discussed at regular project meetings.

## *Responsibilities of the Posts*

Subject to final confirmation, if appointed you will:

- use the project protocol to systematically identify relevant research from sub-Saharan Africa based on structured searches of academic and grey literature databases and institutional repositories
- systematically catalogue relevant research in the project database
- report on the scope of the research based on analysis of the database and the literature
- contribute to the preparation of reports, blogs, presentations, policy briefs and other project outputs
- other support to the project, as appropriate

## *Person Specification*

**Essential** qualities include:

- excellent research skills, particularly in conducting literature searches and analysis
- ability to critically review research outputs across different disciplines and research methods
- ability to prepare reports and other publications emerging from this analysis to a high standard
- good interpersonal skills and the ability to liaise with a range of stakeholders
- the capacity to manage own workload and work independently within guidelines provided
- proficiency in Excel
- knowledge and interest in education and research in sub-Saharan Africa
- a PhD or Masters in Education, Economics, Sociology or Development Studies, or related area

**Desirable** qualities include:

- ability to read French and/or an African language

## *Terms and Conditions*

### **Salary**

The salary will be £25,728 - £30,688 *per annum*

### **Hours of work and length of appointment**

Your employment is full time.

There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.

The appointment is funded by non-central sources and is available for up to 13 months starting as soon as possible.

### **Probation period**

The appointment is subject to a probationary period of six months.

### **Pre-employment Check Requirements**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

### **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. This will be *pro rata* for those working part-time, and for those joining part-way through the leave year.

### **Pension eligibility**

Universities Superannuation Scheme.

Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <http://www.pensions.admin.cam.ac.uk/>.

### **Retirement age**

The University does not operate a retirement age for research staff.

## *Applications*

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Please ensure that you upload your *Curriculum Vitae* (CV), your publications list, and a covering letter in the Upload section of the online application. If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

The closing date for applications is **29 March 2018**.

We hope to hold interviews during the week commencing 09 April 2018.

Informal enquiries can be addressed to Professor Pauline Rose ([pmr43@cam.ac.uk](mailto:pmr43@cam.ac.uk))

### *What the University can offer you*

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

### *Equality of Opportunity at the University*

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

### *Information if you have a Disability*

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you wish to discuss any special arrangements connected with a disability, please contact, Amy Coussell, who is responsible for recruitment to this position, on 01223 767583 or by email on [ac687@cam.ac.uk](mailto:ac687@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).