

Job title	Newton-Kavli Junior Fellowship
Grade	5 or 7
Salary range	£25,298 to £29,301 or £29,301-£38,183 per annum
Staff Group	Research
Department / Institution	Kavli Institute for Cosmology (Institute of Astronomy)

## Role-specific information

### Role Summary

The purpose of this role is to support and maintain the University's national and international reputation for excellence in teaching and research. Contribution to excellence in research will be as a member of a research team carrying out research at a similar level to that undertaken by lecturing staff and will provide substantial scope for academic judgement, originality, interpretation and presentation of results. Contribution to teaching will include assistance in the presentation of seminars and may include participation in the research group's teaching programme. The role holder will participate in the overall contribution of the department/faculty, as appropriate. This Fellowship programme is jointly supported by the Isaac Newton Trust and by the Kavli Foundation.

### Key Responsibilities

Research and Scholarship	%
<ul style="list-style-type: none"> <li>Develop research objective, projects and proposals for own or joint research;</li> <li>conduct individual and collaborative research projects;</li> <li>write up research work for presentation and publication;</li> <li>continually update knowledge and understanding in field or specialism;</li> <li>translate knowledge of advances in the subject areas into research activity;</li> <li>manage own research and administrative activities, with guidance if required;</li> <li>assist in the preparation of proposals and applications to external bodies, e.g. for funding and contractual purposes;</li> <li>communicate material of a specialist or highly technical nature.</li> </ul>	<b>75%</b>
Teaching and learning support:	
<ul style="list-style-type: none"> <li>may assist in the supervision of student projects;</li> <li>provide limited supervision/instruction to classes;</li> <li>may assist in the development of student research skills;</li> <li>may plan and deliver seminars relating to research area.</li> </ul>	<b>5%</b>
<b>Liaison and networking:</b>	

<ul style="list-style-type: none"> <li>liaise with colleagues and students;</li> <li>build internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration.</li> </ul>	<b>10%</b>
<b>Planning and organising:</b>	
<ul style="list-style-type: none"> <li>plan the use of research resources, laboratories and workshops as appropriate;</li> <li>plan and manage own research activity in collaboration with others;</li> <li>contribute to planning of joint research projects led by principal investigators.</li> </ul>	<b>10%</b>

## Person Profile

This section details the knowledge, skills and experience we require for the role.

<b>Education &amp; qualifications</b>	Holds a PhD (or have submitted PhD by time of appointment) in a relevant specialist subject. The role holder would possess some research experience with sufficient breadth/depth of specialist knowledge in the discipline and of research methods and techniques to work within established research programmes.
<b>Specialist knowledge &amp; skills</b>	Some research experience relevant to one, or more, of the scientific themes of the Kavli Institute: <ul style="list-style-type: none"> <li>- the Cosmic Microwave Background and the early Universe;</li> <li>- the formation and evolution of galaxies and of supermassive black holes;</li> <li>- the Epoch of Cosmic Reionization</li> <li>- the intergalactic medium;</li> <li>- large scale surveys and precision cosmology;</li> <li>- Gravitational Waves.</li> </ul>
<b>Interpersonal &amp; communication skills</b>	Experience of presenting scientific research. Excellent communication and organisational skills.
<b>Relevant experience</b>	Experience of managing own workload
<b>Additional requirements</b>	Ability to work flexibly and travel if required

## Terms and Conditions

<b>Location</b>	Kavli Institute for Cosmology, Institute of Astronomy, Madingley Road, Cambridge, CB3 0HA (West Cambridge Site)
<b>Working pattern</b>	Monday to Friday (with flexibility)
<b>Hours of work</b>	Full time.

<b>Length of appointment</b>	Three years from the date of appointment
<b>Probation period</b>	Six months
<b>Annual leave</b>	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days for those working full time), plus public holidays.
<b>Pension eligibility</b>	Universities Superannuation Scheme (USS). 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: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a> .
<b>Retirement age</b>	The University does not operate a retirement age for research staff.

## Screening 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/>).

## Application Process

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), cover letter, publications list and research statement (2 pages maximum, 11pt fonts) 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 names and contact details of three referees are a necessary part of the submission. Referees will be contacted following your application but applicants are strongly advised to prepare nominated referees for the need to provide *references by the deadline of midnight (GMT) Monday, 30th October 2017*.

**The closing date for applications is midnight (BST or Daylight Saving time) Thursday, 19<sup>th</sup> October 2017.**

The selection panel will meet shortly after the closing date in order to produce a shortlist. Shortlisted candidates will be invited to attend a formal interview.

If you have any questions about this vacancy or the application process, please contact Ms Sandra Berner, who is responsible for recruitment to this position on, +44 (0)1223 337516 or by email [kavlisec\(at\)ast.cam.ac.uk](mailto:kavlisec(at)ast.cam.ac.uk)

Further information on the Kavli Institute and the fellowship can be obtained from Professor Roberto Maiolino, email [r.maiolino\(at\)mrao.cam.ac.uk](mailto:r.maiolino(at)mrao.cam.ac.uk).

# General Information

## 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 <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

## Kavli Institute for Cosmology

The Kavli Institute for Cosmology, Cambridge, or KICC, was founded in 2008 and comprises astronomers and cosmologists from across the University of Cambridge. The Institute consists of members from the Institute of Astronomy, Cavendish Astrophysics and the Centre for Theoretical Cosmology. KICC has a dedicated building located between the Institute of Astronomy and the Battcock Centre for Experimental Astrophysics. KICC provides an extremely lively and stimulating scientific environment, bridging the gap between departments and furthering our understanding of cosmology and the Universe.

The scientific programme of KICC is organized around the following science themes:

- The Cosmic Microwave Background and the Early Universe
- The formation and evolution of Galaxies and of supermassive Black Holes
- The Epoch of Reionization
- The intergalactic medium
- Large scale structures and precision cosmology
- Gravitational Waves

The KICC has been made possible by an endowment from the Kavli Foundation. The donation has been used to establish a number of prestigious Kavli Institute Fellowships, which will be awarded to outstanding postdoctoral researchers.

Additional information about KICC can be found at <http://www.kicc.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.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. 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. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

**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 prefer to discuss any special arrangements connected with a disability, please contact, Ms Sandra Berner who is responsible for recruitment to this position, on +(44) 01223 337516 or by email [kavlisec\(at\)ast.cam.ac.uk](mailto:kavlisec(at)ast.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).