



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Research Associate**

Requirement

St John's College wishes to appoint a Research Associate for a research project entitled 'Equality, Diversity and Inclusivity at St John's College: A Research Project on Gender'.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Project Aims: The aim of this project is to collect and analyse a variety of data concerning gender equality, under the broader umbrella of equality, diversity and inclusivity at St John's College. The purpose is to establish an evidence base for activities, policies and practice within College, drawing on College data, but also on wider information from other Colleges, where available, and from within the University more generally. National and international data will also be incorporated, where appropriate. Analysis of quantitative and qualitative data will provide a foundation on which to assess areas for attention and development within the College. It will also enable monitoring of data to measure progress and improvement. This research will inform future College projects and initiatives in this area.

The duration of the scoping project is **one year** with a starting date of 1 November 2018 (or as soon as possible thereafter).

The researcher will work under the direction of Dr Annis May Timpson, the Director of Education & Senior Tutor of St John's College (who may second some of that task to another Fellow of the College). The researcher will work closely with various departments in St John's College, primarily the Office of the Director of Education & Senior Tutor and its unit of Academic Administrators, the Admissions Office, the Graduate Tutor's Office and the Human Resources Department to gather and assess a wide collection of College data concerning undergraduates, postgraduates, academic and other staff. Where possible, s/he will compare this with data from other Colleges, if made available. The researcher will work closely with various University offices, including the Central Admissions Office and the Equality and Diversity Office to analyse this material within the context of wider University data. The aim will be to build up a corpus of material for College comparable to that collected for Departments within the Athena SWAN framework. An illustrative (but far from exclusive) list of the data in question is provided below. Information and insights gained from an analysis of this material will form the basis of further research, as well as specific future actions and initiatives.

An important strand of the project will also be capturing the cultural experience of people of all genders at St John's. To this end, the researcher will work closely with representatives of the student bodies in College, the Junior Common Room for undergraduates (JCR) and the Samuel Butler Room

for postgraduates (SBR) to develop a Student Survey to get a greater sense of attitudes, perceptions and experiences of the student population concerning gender issues within College. Gaining an understanding of women's experiences comparative to those of other groups will be part of this work.

In conjunction with the Development Office, the researcher will collect and analyse data pertaining to recent graduates and College alumni/alumnae which will provide an added historical dimension to the information provided in surveys of current students.

The experience of Fellows has recently been analysed as part of a Working Group for Gender Equality at St John's and these results, as well as other findings of the Working Group will be integrated into this research project.

The direction of the project and ongoing results of the project will be monitored by the Director of Education & Senior Tutor of St John's College. The results will be evaluated by the Director of Education & Senior Tutor's Office, in conjunction with the Working Group on Gender Equality at the end of the project. The project findings will inform the development of further research and provide an essential resource for future action and projects on gender in the context of equality, diversity and inclusivity at St John's College.

Illustrative Data Capture and Analysis

Data from the last ten to twenty years will be gathered and analysed under a number of headings to assess gender equality in the College, including the following:

Academic and Other Staff Data:

- No. of women academics in the Fellowship vis-à-vis men
- No. of women academics in senior College roles
- No. of women academics by subject area
- No. of women in senior departmental roles
- No. of women in key front of house roles such as the Porters' Department
- Pay data
- Reasons for Fellows leaving (if obtainable) to assess whether gender issues play a role
- Destinations of postdoctoral and temporary staff to improve understanding of career progression and the role gender might play
- Take up of maternity, paternity, special carers' leave and other types of leave
- Take up of flexible working opportunities

Admissions data:

- No. of undergraduates, taught postgraduates and research postgraduates
- Graduate admissions by gender, socio economic circumstances and nationality —applicants, offer holders and total confirmations
- Undergraduate admissions data by subject
- Graduate admissions data by subject/area of research
- Data concerning female undergraduate students studying STEMM subjects

Achievement and attainment statistics

- % of women gaining first class examination results by subject
- % gender attainment gap by subject

Teaching and assessment methods

- How assessment criteria are set and reviewed in the context of the University environment

- How improvement in performance is measured across the time-period of a degree programme/programme of postgraduate study.
- Efficiency and effectiveness of supervision (small group) teaching; measurement of inherent biases (where possible)
- Evaluation of feedback forms on teaching and assessment provided by students

Funding data

- Profile of undergraduate funding
- Number of postgraduates securing funding in scholarship/grant competitions by gender (as well as ethnicity, nationality etc.)

Principal Responsibilities and Duties

Job title: Research Associate

Department: Director of Education & Senior Tutor's Office

Responsible to: The Director of Education & Senior Tutor

Job Purpose: To collect and analyse a variety of data concerning gender equality, under the broader umbrella of equality, diversity and inclusivity at St John's College with the aim of establishing an evidence base for activities, policies and practice within College.

Principal Responsibilities

Research and scholarship

- contribute to the development of research objectives for the project
- conduct research including capturing and analysing data, designing and conducting surveys and so on
- write up research work for presentation
- continually update knowledge and understanding in field or specialism
- manage own research and administrative activities

Liaison and networking

- liaise with colleagues within the College, representatives of the students bodies in College and with key contacts at the University
- build internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration

Planning and organising

- plan the use of research resources
- plan and manage own research activity in collaboration with others

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

Essential

- A good first degree (2.1 or equivalent)
- PhD, or equivalent research experience, in a relevant field

Skills, Abilities and Competencies:

Essential

- Proven ability to undertake independent quantitative and qualitative research in a relevant discipline within the Humanities or Social Sciences
- Proven ability to work independently without close supervision and to produce outstanding research working to deadlines
- Excellent organisational skills
- Excellent written and oral communication skills
- Close familiarity with common IT packages

Desirable

- Proven ability to undertake statistical analysis

Terms and Conditions

Length of post:	1 year
Salary:	Between £31,604 - £38,833 p.a. (depending on skills and experience)
Hours of work:	36.25 hours per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of the Universities Superannuation Scheme (USS)
- Annual leave of 36 working days (inclusive of Bank Holidays) per annum, pro rata for those not working a 5-day week

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role, why the role appeals to you and highlighting the particular skills you would bring to the post;
- A full c.v.;
- The names and contact details of two referees who are prepared to recommend you. Applicants are asked to arrange for these two references to be submitted to the HR Department by the closing date.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon on Monday 17 September 2018**. Interviews are expected to take place on **Friday 19 October 2018**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

The Director of Education & Senior Tutor's Department

- 1) Director of Education & Senior Tutor's Office
- 2) Student Services
- 3) Admissions Office
- 4) Graduate Office
- 5) Academic Office
- 6) Health Centre
- 7) Research Associate

