Job Description: Bridge Associate

This is an exciting opportunity for an outward-looking and experienced researcher or analyst to join the Hughes Hall team in the area of research translation. This is a new role, which will support a growing team delivering a key element of the College’s long-term vision. As such, the post-holder will have some flexibility in defining the role, in order to make the most effective use of their skills and experience. The post encompasses a variety of activities and ways of working: these will range from strategic analysis of a range of research, technology and business issues; planning and delivering engagements with senior college members, University officials and stakeholders outside Cambridge; developing communications that support The Bridge’s priorities; and confidently representing The Bridge and Hughes Hall at internal and external meetings.

This role will appeal to those with a strong track record in research, or a similar intellectually-challenging environment, who are looking to develop their career with a greater emphasis on impact and engagement with a wider range of partners, including those from business, the professions, public policy and many others. As part of a small start-up team, the post-holder will need to show considerable flexibility, as all those involved in establishing The Bridge tackle a wide variety of challenges and tasks that are continually evolving.

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<tr>
<th>Job Title</th>
<th>Bridge Associate, The Bridge, Hughes Hall</th>
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<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Director of Research Translation (Bridge Director)</td>
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<td>Contract Type</td>
<td>Fixed Term: 3 years</td>
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<td>Probation Period</td>
<td>Six months</td>
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<td>Salary Range</td>
<td>Grade 5 or Grade 7 on the University Scale, depending on qualifications, skills and experience</td>
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<td>Hours of Work</td>
<td>Full-time: 37.5 hours per week. Consideration will be given to those wishing to apply to work part-time, or who propose job-sharing arrangements.</td>
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<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays. Pro rata for part-time members of staff.</td>
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<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.</td>
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Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.
As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

The Bridge at Hughes Hall

Research Translation lies at the heart of the College’s ambitions. It enables researchers to maximise the impact of the knowledge they create, delivering real social and economic value in a range of environments. At Hughes Hall we have a focus on five broad areas where we support our researchers to make a real difference in the world beyond academia; these include: biomedical science, law, management, education, and physical and mathematical science. The Bridge at Hughes Hall is our new strategic initiative, currently in its early phases, to assist our academics, from senior fellows to PhD students, in making the connections needed to exploit their research, and to help them build the skills needed to engage effectively in a range of external environments. The Bridge is already having impact in a range of areas: shaping college academic events and activities, building links to others in the Cambridge landscape and beyond, and enabling conversations with researchers who are keen to explore opportunities in policy, products or practice.

Job Purpose

To provide research, analytical and management support to the Director of Research Translation during the key early phases in the establishment of The Bridge as a major new capability within Hughes Hall.

Main Duties

- Support the Bridge Director through the provision of desk-based analysis of specific issues in science, technology, policy and business, to enable transparent and efficient decision-making on potential Bridge projects; identifying opportunities, determining priorities, allocating resources and developing compelling business cases.
- Undertake project planning for pilot phase activities, and support planning for longer-term phases of the Bridge.
- Support the development of new translation-based Bridge Centres at Hughes Hall, with a potential focus on establishing robust governance and funding allocation processes. Provision of secretariat support to emerging governance arrangements for new Centres.
- Support development of activities to engage the Fellowship and other researchers at Hughes Hall, at an individual and collective level; assist in developing targeted support for researchers wishing to explore translation opportunities; support the collation of information (the “intellectual capital registry”) relating to Fellows’ research interests and wider activities.
- Support the production of reports from the Bridge, ranging from background evidence papers, accessible White Papers on topical issues, through to reports on the impact of Hughes Hall researchers in policy, commerce and practice.

Additional duties may include:

- Support the Director in external engagements, in Cambridge and beyond; in academia and elsewhere.
- Support the Director in facilitating and servicing emerging links between researchers and those in external organisations.
• Contribute to creating and delivering an attractive programme of events at Hughes Hall that focus on Translation.
• Provide a coordinating role on communications, with a focus on monitoring external stakeholder activity and creating timely comms outputs that promote the impact of Hughes Hall researchers and their partners.

The above is not an exhaustive list of duties, but the expectation is that the role will, over time, become better defined around specific functions. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall aims of the College.

**Person Specification**

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Education and Experience</strong></td>
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<td>Good track record of independent research in any recognised field, or equivalent in a professional discipline such as quantitative analysis, stats, or economics.</td>
<td>Wider experience “beyond the lab” or outside their specialist research field, such as in a commercial or policy organisation, or time spent on projects that linked academic and external bodies.</td>
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<td>Working at postdoctoral level, or expected to complete a PhD shortly; or equivalent experience gained in a commercial or third sector organisation.</td>
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**Skills and Abilities**

Ability to work in multidisciplinary environment, and with people whose understanding of research translation, and the opportunities and benefits it brings, are at times limited.

Understanding of how research can have impact in a variety of external environments, beyond the academic community.

Good analytical skills, combined with ability to develop coherent arguments.

Good presentational skills, both oral and written.

Credible and confident in dealing with researchers at all stages in their career, ranging from PhD students to professorial fellows, both in college and beyond.

**Desirable**

**Skills and Abilities**

Design and delivery of funding processes, from basic research environment, through technology and business innovation, to commercial investment.

Supporting governance bodies (committees, boards, steering groups, etc.) in roles such as secretariat or special adviser; potentially spanning issues from research through to commercial application.

Evidence of personal impact beyond their own immediate academic environment e.g. by contributing to reviews, membership of external committees, providing advice to stakeholders, building partnerships with non-research organisations, etc.

All employees at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with college’s Employee Handbook, Health & Safety Policy and all relevant procedures.
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.

Application Process

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is Monday 15 October at 9am. Interviews will be held at Hughes Hall, Cambridge in late October.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at https://www.hughes.cam.ac.uk/about-us/foi-publications/ and also on page 7 of the application form.

For an informal discussion about the post, please contact Stephen Axford, Director of Research Translation, at bridge.director@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.