

FURTHER PARTICULARS

The University of Cambridge

The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement and research.

Cambridge comprises 31 Colleges and more than 150 departments, faculties, schools and other institutions plus a central administration.

This role will be based within the Department of Social Sciences, within the Faculty of Human, Social and Political Science.

Post	Project Manager (Part time – 0.66 FTE), JM05142
Summary of Role	<p>Project manager to work with Dr Mihály Fazekas and Professor Lawrence King on a Horizon2020 funded research project examining public procurement transparency, corruption, and efficiency in 35 European countries, called DIGIWHIST.</p> <p><i>More detailed information is provided under the Role Description</i></p>
Project Description	<p>The key objective of DIGIWHIST is to combine the provision of data on public spending in the area of public procurement with actionable governance indicators and a monitoring procedure facilitating whistleblowing and thus strengthening accountability and transparency of public administrations. DIGIWHIST aims to systematically collect, analyse, and broadly disseminate tender-level information on public procurement in 35 jurisdictions across Europe (EU28+). This data will be linked to company and public organisation information on finances and ownership and to information on mechanisms that increase accountability of public officials such as asset declarations. The project uses innovative ICT-based measures and services which will provide wide access to information about governments' spending and it will involve private and public actors to actively collaborate in improving the quality and scope of the relevant data. The consortium led by the University of Cambridge represents an effective combination of large, renowned institutions and small, highly-innovative ones, including scientists and researchers from computer and political sciences, sociology, criminology, and economics at 6 institutions from 4 European countries, in both old and new member states.</p>
Location	Department of Sociology, Free School Lane, Cambridge, CB2 3RQ
Terms and Conditions	
Salary	£28,695-£37,394 pro rata (i.e. 0.66 FTE)
Grade	7

Working pattern	Monday – Friday
Hours of work	0.66 FTE (24.5 hours)
Limit of tenure	Fixed term until 28/2/18
Annual leave	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays. The post holder will have 22 days of leave plus public holidays that fall during their normal work days
Pension	Yes
Closing date for applications	16/2/2015
Expected start date	1/3/2015
Expected date for interview/selection	Late February 2015
How to apply	<p>Please send a personal statement, a curriculum vitae and a signed and completed copy of Parts 1 and 3 of the CHRIS/5 form: (http://www.hr.admin.cam.ac.uk/forms/chris5-application-employment).</p> <p>Applicants should also arrange for two referees to send references directly to Mr Alistair Cameron on their behalf by the same date, enclosing a completed data protection form: http://www.sociology.cam.ac.uk/furtherparticulars/data_protection_act_form.pdf</p> <p>Information should be submitted to: Alistair Cameron, email: applications@sociology.cam.ac.uk</p> <p>Please quote reference: JM05142.</p>

Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than 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.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Mr Alistair Cameron, on 01223 7334520, by email on applications@sociology.cam.ac.uk or by post to Department of Social Sciences, Free School Lane, Cambridge, CB2 3RQ.

For additional guidance and information, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.

Further Information

There is a range of information which you may find helpful on the University's website:

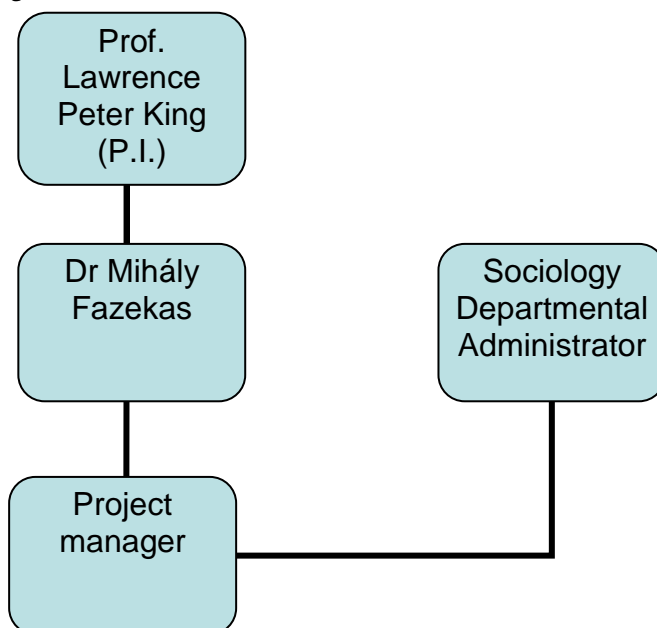
www.cam.ac.uk/jobs/. This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.

Role Description

Role Identification

Faculty / Department	Social Sciences / Sociology	Role Code Number (if any)	
Position title	Project manager	Date of this revision (dd/mm/yyyy)	
Probation period	6 months	Grade (completed by Grading & Reward)	7

Organisation chart



Line manager position title

Sociology Departmental Administrator

Pre-employment checks required

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role. The box below indicates the checks that are necessary for this particular role. Any offer of employment will be conditional upon the satisfactory outcome of these checks and whether an outcome is satisfactory will be determined by the University.

	Yes	No
Right to work in UK	X	
Criminal Records Bureau		
Criminal Records (enhanced)		
Occupational Health		
Security		
NHS Honorary Contract Required		
ISA: Regulated Activity		
ISA: Controlled Activity		

Role Purpose

To assist Dr. Mihály Fazekas and Professor Lawrence P. King throughout the whole range of project management activities associated with the EU-funded research project called DIGIWHIST.

Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
1	Project management Taking an active lead in managing as well as carrying out all the administrative and financial tasks of the project such as -oversight as project manager and facilitator of the Consortium, -financial reporting (from Cambridge as well as consortium members), -checking time sheets, -monitoring timelines for agreed deliverables, taking action to facilitate their delivery, -develop scientific protocols, ethics applications, and other necessary documents. In addition, the project manager will act as secretary to the Consortium Steering and Executive Committees and further project meetings, with responsibility for convening meetings, arranging venue, drafting agenda, drafting minutes and monitoring follow-up of actions.	75
2	Data collection Assisting the large scale data collection exercise across Europe, in particular the creation of a repository of online public procurement data sources and data content; and negotiating data access with public organisations (public procurement and others).	15
3	Data analysis Conducting analyses on the collected legal and behavioural data as well as indicators of transparency, corruption, and administrative quality in order to explore emergent research and policy relevant issues.	10

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	<ul style="list-style-type: none">• Master's degree in accounting, economics, sociology, political science or in a related field
Specialist knowledge & skills	<ul style="list-style-type: none">• Knowledge of managing large multi-country research projects• Knowledge of EU-funded projects' financial and administrative reporting practice• Some knowledge of social sciences research methods
Interpersonal & communication skills	<ul style="list-style-type: none">• Excellent interpersonal and communication skills• Ease at working in multi-national work environments• Good communication ability in English (written as well as oral)
Relevant experience	<ul style="list-style-type: none">• Experience with large-scale EU funded research projects• Experience with financial and administrative reporting• Experience with organising meetings and/or conferences
Additional requirements	<ul style="list-style-type: none">• Experience with working as a researcher in a social sciences research project is a great asset