Role-specific information

Role Summary

The vacancy is part of work being conducted by Dr Shai Heijmans on a critical edition of Mishna Codex Kaufmann (ms. Kaufmann A50). Dr Heijmans is currently preparing a diplomatic edition of the Codex, as part of a project funded by the AHRC, whose Principal Investigator is Dr Michael Rand. The aim of the edition is to provide complete and maximally accurate documentation of the Mishna text as it appears in the codex—consonants and vocalization—and to create a critical apparatus for the elucidation of palaeographical and textual difficulties.

The Research Associate or Assistant will be expected to devote 50% of his/her time to an independent research project on Rabbinic Hebrew philology and 50% of his/her time to working directly with Dr Heijmans on the production of the critical edition. The project of the Research Associate would be expected to result in a publication that would advance the field of Rabbinic Hebrew.

The holder of the position will also be expected to have some minor involvement in the teaching of Hebrew, along with providing help with the organisation of a conference on Hebrew philology.

The Research Associate/Assistant would be a member of the Hebrew Studies group in the Department of Middle Eastern Studies. Hebrew Studies currently includes teaching staff in the fields of Biblical, Medieval and Modern Hebrew, in addition to post-doctoral researchers, graduates and undergraduates.

Applications should include a covering letter and proposal for a research project in the field of Biblical Hebrew philology, in addition to a CV and the names of two referees.

The position is for 1 year, beginning 1st October 2018.

The applicant must have a Ph.D. qualification (for the position of Research Associate), or at least have submitted a Ph.D. by the starting date of the position (for the position of a Research Assistant).

Key Responsibilities
Research and Scholarship

- Conduct individual research in the field of Rabbinic Hebrew philology and write up research for publication (45%)
- Assist in preparing Dr Heijmans’ critical edition of Mishna Codex Kaufmann for publication (45%)

Teaching and learning support

- Provide limited supervision/instruction to classes.

Planning and organisation

- Plan and organise workshops and conferences.

Person Profile

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

Education & qualifications

The Research Associate must hold a Ph.D. in the field of Rabbinic Hebrew or Semitic Philology. The Research Assistant must have submitted his/her Ph.D. in the field of Rabbinic Hebrew or Semitic Philology by the starting date of the position.

Specialist knowledge & skills

Excellent knowledge of Rabbinic Hebrew philology and linguistics. Familiarity with research methods and techniques to work within this field.

Interpersonal & communication skills

Ability to work well with others.

Relevant experience

Experience in the following areas: collaborative work, editing, the organization of events, managing own workload.

Additional requirements

Terms and Conditions

Location

Faculty of Asian and Middle Eastern Studies, University of Cambridge

Working pattern

Mon-Fri
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<thead>
<tr>
<th><strong>Hours of work</strong></th>
<th>Your expected hours of work are normally agreed between you and your head of institution, in accordance with what is appropriate to your duties.</th>
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<tbody>
<tr>
<td><strong>Length of appointment</strong></td>
<td>Your employment will end on 30 September 2019, unless previously terminated in accordance with your contract of employment. This end date is because your employment relies on the availability of finite funds for a specific purpose that are not part of the University’s general revenues.</td>
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<tr>
<td><strong>Limited funding</strong></td>
<td>This post is funded by non-central sources and, in the event that this funding should cease, the post may be at risk of redundancy. In the first instance, the funding supporting the post ends on 30 September 2019 and the head of department, or his/her nominee, will keep the role holder informed of the funding situation.</td>
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<td><strong>Probation period</strong></td>
<td>3 months</td>
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<td><strong>Annual leave</strong></td>
<td>Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays.</td>
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<tr>
<td><strong>Pension eligibility</strong></td>
<td>Universities Superannuation Scheme (USS)/ Cambridge University Assistants' Contributory Pension Scheme (CPS)/NOW:Pensions Scheme. Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifyng 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>.</td>
</tr>
<tr>
<td><strong>Retirement age</strong></td>
<td>The University does not operate a retirement age for assistant staff/research staff/unestablished academic staff/unestablished academic-related staff OR For established academic and academic-related staff, the University operates a retirement age which is at the end of the academical year in which the University officer reaches the age of 67.</td>
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### 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), a covering letter and your proposal for a research project in the field of Biblical Hebrew philology 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 Wednesday 9th May. If you have any questions about this vacancy or the application process, please contact Ms Susie Nightingale, Deputy Administrator (deputy@ames.cam.ac.uk) Informal enquiries about the role may be made to Dr Michael Rand (mcr47@cam.ac.uk) or Dr Shai Heijmans (sh827@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.

Department of Middle Eastern Studies

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. Cambridge also enjoys outstanding library holdings and a wide range of other resources for facilitating teaching and research. The successful candidate will join the Department of Middle Eastern Studies at the Faculty of Asian and Middle Eastern Studies, a dynamic department committed to excellence in teaching and research, with a long and distinguished tradition of engagement with the history and cultures of the Middle East.

The Department of Middle Eastern Studies offers teaching in Arabic, Persian, Hebrew, Sanskrit and Hindi. The department currently includes the following posts in the field of Hebrew: the Regius Professor of Hebrew, the Kennedy Leigh Lecturer in Modern Hebrew, a Lectureship in Hebrew and Aramaic, and a language teaching posts in Modern Hebrew.

The Department currently admits about 25 students per year to study Arabic, Hebrew or Persian, possibly in combination with a modern European language. The course (Tripos) is spread over four years, with the third year spent abroad in the country or countries of the language(s) being studied.

The Department also admits some 5 to 10 graduates students each year for study on its MPhil and PhD programmes.

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**

HR7 Further Information, Version 9, 31/10/14
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, Mrs Nadya Mullen, who is responsible for recruitment to this position, on 01223 335107 or by email on administrator@ames.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.