Role-specific information

Role Summary

The vacancy seeks to recruit a Research Assistant for the project ‘Multi-Level Governance of Mass Migration in Europe and Beyond (RESPOND), funded by the European Commission Horizon 2020. The University of Cambridge (PI Dr Naures Atto) is one of the 14 partners in this project. The Research Assistant will be based in Cambridge and work closely with Dr Naures Atto but also with other partner colleagues elsewhere.

With the goal of enhancing the governance capacity and policy coherence of the EU, its member states and neighbors, RESPOND is a comprehensive study of migration governance in the wake of the 2015 Refugee Crisis. Bringing together 14 partners from 7 disciplines, the project probes policy-making processes and policy (in)coherence through comparative research in source, transit and destination countries. RESPOND analyzes migration governance across macro (transnational, national), meso (sub-national/local) and micro levels (refugees/migrants) by applying an innovative research methodology utilizing legal and policy analysis, comparative historical analysis, political claims analysis, socio-economic and cultural analysis, longitudinal survey analysis, interview based analysis, and photovoice techniques. It focuses in-depth on: (1) Border management and security, (2) International refugee protection, (3) Reception policies, (4) Integration policies, and (5) Conflicting Europeanization and externalization. We use these themes to examine multi-level governance while tackling the troubling question of the role of forced migration in precipitating increasing disorder in Europe. In contrast to much research undertaken on governance processes at a single level of analysis, RESPOND’s multilevel, multi-method approach shows the co-constitutive relationship between policy and practice among actors at all three levels; it highlights the understudied role of meso-level officials; and it shines a light on the activities of non-governmental actors in the face of policy vacuums. Ultimately, RESPOND will show which migration governance policies really work and how migrants and officials are making-do in the too-frequent absence of coherent policies.

Adhering to a refugee-centered approach throughout, RESPOND will bring insights to citizenship, gender and integration studies, ensure direct benefit to refugee communities and provide a basis for more effective policy development.

The Research Assistant is expected to get involved in all project tasks assigned to the University of Cambridge; conduct desk research, fieldwork, analyse the empirical material, write country and case specific comparative reports and publish academic articles. Furthermore, the Research Assistant will support the PI in the coordination of an art exhibition and documentary, which are part of the dissemination of the project, and provide support in the administration of the project and report writing.
The Research Assistant will be based at the Faculty of Asian and Middle Eastern Studies, at the University of Cambridge.

Applications should include a CV, a letter of interest, names of two referees, and a published article or a copy of your MA thesis.

The position will be offered for either for .6 FTE or for .8 FTE, respectively for the duration of 29 months and 22 months, beginning 1\textsuperscript{st} February 2018.

The applicant must have at least an MA degree in one of the fields of the Social Sciences or Middle Eastern Studies.

Key Responsibilities

<table>
<thead>
<tr>
<th>Research</th>
<th>90%</th>
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<tr>
<td>• Conduct desk research and write country report on legal &amp; policy framework of migration governance in the UK (20%)</td>
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<tr>
<td>• Conduct fieldwork among vulnerable refugee populations (Assyrians/Chaldeans/Syriacs and Yazidis) and analyse empirical material (40%)</td>
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<tr>
<td>• Write a case specific comparative report on the experiences of vulnerable refugee groups and publish an academic article (30%)</td>
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<tr>
<th>Planning and organisation</th>
<th>10%</th>
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<tr>
<td>• Support the organization of art exhibition and documentary movie</td>
<td></td>
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<tr>
<td>• Administration of the project</td>
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Person Profile

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

<table>
<thead>
<tr>
<th>Education &amp; qualifications</th>
<th>The Research Assistant must at least hold an MA in one of the fields in the Social Sciences (e.g. Anthropology, Sociology, Political Science, Migration Studies, Cultural Studies) or Middle Eastern Studies.</th>
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</thead>
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<tr>
<td>Specialist knowledge &amp; skills</td>
<td>Preferably knows at least one of the following languages: neo-Aramaic (Sureth/Surayt dialects), Arabic, Kurmanji Kurdish. Excellent interview skills and experience in conducting interviews and analysing empirical material. Good knowledge of migration studies and methodological approaches in the Social Sciences, including qualitative and quantitative methodological skills and excellent knowledge of English.</td>
</tr>
<tr>
<td>Interpersonal &amp; communication skills</td>
<td>Excellent social skills and ability to collaborate with colleagues working on the same project both in the UK and internationally.</td>
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<tr>
<td>Relevant experience</td>
<td>Experience in the following areas: conducting interviews, collaborative work, efficient in project management, writing academic reports and articles.</td>
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Additional requirements

Able and willing to work flexible hours when the project activities require this and to travel abroad to conduct fieldwork.

Terms and Conditions

<table>
<thead>
<tr>
<th>Location</th>
<th>Faculty of Asian and Middle Eastern Studies, University of Cambridge</th>
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<tr>
<td>Working pattern</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Hours of work</td>
<td>Your expected hours of work are normally agreed between you and your line manager, in accordance with what is appropriate to your duties.</td>
</tr>
<tr>
<td>Length of appointment</td>
<td>The appointment is for 29 months if working .6 FTE or 22 months if working .8 FTE, unless previously terminated in accordance with your contract of employment. The end date will be stated in the offer letter. This end date is because your employment relies on the availability of finite funds for a specific purpose that is not part of the University’s general revenues.</td>
</tr>
<tr>
<td>Limited funding</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 2020 and the head of department, or his/her nominee, will keep the role holder informed of the funding situation.</td>
</tr>
<tr>
<td>Probation period</td>
<td>6 months</td>
</tr>
<tr>
<td>Annual leave</td>
<td>Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays.</td>
</tr>
<tr>
<td>Pension eligibility</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 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>.</td>
</tr>
<tr>
<td>Retirement age</td>
<td>The University does not operate a retirement age for research staff.</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/](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 explaining why you think you are a good candidate for this post and a sample of your work (either a published article or your thesis). If you upload any additional documents that have not been requested, we will not be able to consider these as part of your application.

The closing date for applications is Monday 20 November. If you have any questions about this vacancy or the application process, please contact Mrs Nadya Mullen, Faculty Administrator (administrator@ames.cam.ac.uk). Informal enquiries about the role may be made to Dr Naures Atto (na384@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/](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](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/](http://www.jobs.cam.ac.uk/) and [http://www.hr.admin.cam.ac.uk/hr-staff/information-staff](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/](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.