

Job title	Research Associate
Grade	7
Salary range	£31,604 - £38,833
Staff Group	Research
Department / Institution	Anglo-Saxon, Norse and Celtic

Role-specific information

Role Summary

Applications are invited for a Postdoctoral Research Associate to work on the AHRC-funded project, 'Text and Meaning: Contributions to a Revised Dictionary of Medieval Irish', hosted jointly by the University of Cambridge and Queen's University Belfast. The post holder will be based in the Department of Anglo-Saxon, Norse and Celtic, University of Cambridge. The duration of the post will be twelve months; the starting date is negotiable.

The Royal Irish Academy's Dictionary of the Irish Language (DIL) is the most comprehensive dictionary of Irish in existence, covering the period from the seventh century down to the seventeenth. There is an electronic version at www.dil.ie. This project has three main objectives:

- to produce a revised electronic edition of the electronic Dictionary of the Irish Language in order to establish an authoritative foundation for the understanding of medieval Gaelic texts;
- to develop knowledge and understanding of early Irish lexicography in order to enhance the rigour and efficacy of textual scholarship;
- to facilitate the creative use of the Dictionary by modern Gaelic speakers for the enrichment of the lexicon of modern Gaelic languages.

Key Responsibilities

The post holder will be responsible for finalising dictionary entries, inputting them into XML format in preparation for publication in electronic form. He/she will be responsible for ensuring that material for inclusion in the revised edition of the electronic Dictionary of the Irish Language (eDIL), including bibliographical material, is prepared and checked to the highest standard. He/she will also assist other members of the team in disseminating the results of the research in academic circles and to a wider general audience.

Person Profile

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

Education & qualifications	<i>Essential</i> PhD in any aspect and any period of medieval Irish language, literature or history.
Specialist knowledge & skills	<i>Essential</i> Excellent organisational skills. Close familiarity with common IT packages including MS Word, Excel and PowerPoint and a high level of computer expertise. Proven ability to work to deadlines without close supervision.
Interpersonal & communication skills	<i>Essential</i> Excellent written and oral communication skills. Ability to work as part of a team.
Relevant experience	<i>Desirable</i> Research experience in medieval Irish language and/or editorial work. Experience of web authoring packages, HTML, XML or programming. Demonstrable potential for outreach work and of presenting research to a general audience.

Terms and Conditions

Location	Department of Anglo-Saxon, Norse and Celtic, Faculty of English, 9 West Road, Cambridge, CB3 9DP
Working pattern	Full-time.
Hours of work	There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.
Length of appointment	Twelve months (limited funding for a specific purpose)
Probation period	3 months
Annual leave	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays.
Pension eligibility	Universities Superannuation Scheme (USS). 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: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for research staff.

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) and a covering letter 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 14 February 2018. Two references are required, and applicants should ask their referees to send their reports to appointments@english.cam.ac.uk by the closing date.

Short-listing for this post will take place immediately after the closing date and interviews will be held on 27 February 2018. Short-listed candidates will be contacted immediately; those not short-listed will be informed in the week following the short-listing meeting.

If you have any questions about this vacancy or the application process, please contact Professor Máire Ní Mhaonaigh (mnm21@cam.ac.uk). Candidates are also advised to visit the Department's website (www.asnc.cam.ac.uk) where more information is available about the Department's staff and activities.

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 Anglo-Saxon, Norse and Celtic

The Department of Anglo-Saxon, Norse, and Celtic, in the University of Cambridge, is a formally constituted department in the Faculty of English. It has an established complement of eight University Teaching Officers (UTOs), each of whom is required to give at least 48 hours of lectures and/or classes per year (32 for UTOs in their first three years of appointment and 40 in the fourth and fifth years), and to examine in the ASNC Tripos as necessary. The Department currently has about 70 undergraduates (spread over three years), and about 30 graduate students (M.Phil. and Ph.D.).

The Faculty of English is located in a modern building at 9 West Road. Several other Arts and Humanities Faculty buildings, including the main lecture buildings, are located on the same site. The University Library (a copyright deposit library) is nearby. Provision in the Faculty building for the Department of ASNC consists of an administrative office, eight offices for the teaching staff, two offices for research staff, and a common room or meeting room, with access to all other facilities. The Faculty and Departmental libraries are also housed in the building.

In the 2014 Research Excellence Framework (REF), the Department, assessed jointly with the Faculty of Modern and Medieval Languages (MML), was rated in the highest terms (having also received 5* ratings in the assessments carried out in 1996, 2001 and 2008). Within the Modern Languages and Linguistics Unit of Assessment, ASNC and MML were the highest ranked among institutions teaching languages and literatures nationally. ASNC has a strong record of attracting external funding for major research projects. In addition to the project on the electronic Dictionary of the Irish Language ('Text and Meaning'), the Department currently has postdoctoral researchers engaged in two other collaborative AHRC-funded projects, *Vitae Sanctorum Cambriae* (on the hagiography of medieval Wales) and GERSUM (looking at English words derived from Old Norse), and on a project funded by the Leverhulme Trust (Brittany and the Atlantic Archipelago).

The ground covered by the Department can be expressed in terms of its main subject areas: Old English language and literature, Old Norse language and literature, Medieval Welsh language and literature, Medieval Irish language and literature, Insular Latin language and literature, Anglo-Saxon history and culture, the history and culture of the Gaelic- and Brittonic-speaking peoples, the history and culture of the Scandinavian peoples in the viking age, and palaeography and codicology. Needless to say, there is much scope for overlap and interaction between these areas; and the Department depends for its success on the ability of each of its senior members to cover more of the ground than the main area for which he or she has primary responsibility. ASNC thus offers an academic environment that is distinctive in three respects. First, it is *cross-cultural*, covering the history, languages and literatures of various peoples active in northern Europe in the early Middle Ages, separately and in relation to each other. Secondly, it is *inter-disciplinary*, enabling students to develop and apply expertise in a number of complementary disciplines, including language and literature, history and manuscript studies (as well as some archaeology, numismatics, and place-name studies). Thirdly, it is *source-based*, in the sense that particular importance is attached to the study and use of primary sources, both in their original languages and in translation.

The **ASNC Tripos** consists of a **two-year Part I**, for which undergraduates are required to offer a selection of six papers from a choice of fifteen (comprising four 'historical' options, five 'linguistic and literary' options, a paper on palaeography and codicology, a dissertation, and four papers on related subjects 'borrowed' from other Triposes), and a **one-year Part II**, for which undergraduates pursue four papers selected from a choice of fifteen (comprising twelve advanced options taught within the Department, and five papers 'borrowed' from other Triposes), as well as a compulsory dissertation. In addition to these assessed courses, students are encouraged to develop their expertise in the relevant modern languages. Modern Icelandic teaching has been offered for some time, with financial support from the Icelandic Government, and thanks to a grant from the Irish Government Modern Irish teaching has also been offered since 2006.

The Department is responsible for the provision of teaching in the form of lectures, classes, and seminars, and for examining in the ASNC Tripos. Other matters, such as admission to the University, and the provision of 'supervisions' (i.e. tutorials) for undergraduates, are handled by the separate colleges.

Further information on the Department, including a *Guide to the ASNC Tripos*, brief descriptions of the courses currently taught, and a list of the senior members of the Department is available on the Department's website: <http://www.asnc.cam.ac.uk>

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

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 Marina Ballard, Faculty Administrator, who is responsible for recruitment to this position, by email on administrator@english.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.