OVERVIEW

1. Dr Herchel Smith’s will included a very generous bequest to the University of Cambridge to support a programme of postdoctoral Fellowships across a variety of scientific subjects. The aim of the Herchel Smith Postdoctoral Fellowship Scheme is to enable a small number of outstanding highly-motivated postdoctoral scholars who have shown capacity for individual research to devote their time exclusively to research at an early stage in their career, to develop their potential and to produce work of an international standard.

2. The Fellowships provide support for a minimum of two and a maximum of three years at an annual stipend which will be appropriate to experience and currently in the range of £31,604 to £38,833 per annum. Fellows receive additionally a research allowance of £15,000 p.a. No additional supplements are available for partners or dependants. Contingent upon the availability of funds, up to eight Herchel Smith Postdoctoral Fellowships will be awarded in 2017-18. (Four in the Biological Sciences, three in the Physical Sciences, and one in Pure Mathematics).

3. Applications for Fellowships will be invited by advertisement and must be submitted as follows:

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.

You will need to upload a full curriculum vitae, a project summary, project description, a list of publications and the contact details of three academic referees. Please ensure your referees are contactable at any time during the selection process, and are made aware that they will be contacted by the Mathematics HR Office Administrator to request that they upload a reference for you to our Web Recruitment System; and please encourage them to do so promptly.

The closing date for applications is Friday 15th December 2017. If you have any questions about this vacancy or the application process, please contact LF13575@maths.cam.ac.uk.

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/).
The Fellowships are intended for those in the early stage of their career following a PhD and awards will only be made to those with less than three years postdoctoral research experience. Full allowance will be made for periods during which applicants had other commitments that prevented full-time involvement in research and the University is committed to equality of opportunity.

Assessment of applications will be based on:

i) evidence of academic excellence to date
ii) the quality and originality of the proposed research
iii) qualities of the individual as an independent researcher.

This document provides information on the Herchel Smith Postdoctoral Fellowship Scheme and the rules and regulations that govern the awards.

Information included in this document:

Eligibility: Who can apply
Qualifications
Experience

Conditions of Employment:
Starting date and duration of Fellowships
Value of the award
Research support
Relocation costs
Residence
Teaching
Use of funds
Conduct of research
Change of project
Applications for research grants
Reporting arrangements
Leave arrangements
Termination of Fellowships.

Additional Information:
Information about the Department
Information about the wider University

ELIGIBILITY

Who can apply

Herchel Smith Fellowships are open to all doctoral or equivalent graduates from any university but normally excepting those who have obtained their PhD, or equivalent, from Harvard or Cambridge Universities. Only when there were significant personal mitigating factors will applicants with a PhD (or equivalent) from Harvard or Cambridge be considered.
ii) Candidates from countries outside the European Economic Area should note that it is their own responsibility to ensure that they have complied fully with UK immigration and visa requirements prior to taking up a Fellowship.

9. Qualifications

Applicants must have received a PhD, or equivalent doctoral-level research degree. If an applicant has not yet formally received their degree, they must present evidence of having completed the academic requirements before commencing the Fellowship.

10. Experience

There is no age limit but Herchel Smith Fellowships are restricted to those at the start of their research careers and applicants must normally be within three years of receiving their PhD degree on the date on which they would take up tenure of their Fellowship at Cambridge. The length of your post-doctoral experience should be taken from the date of your PhD viva (or equivalent) until the date you take up this Fellowship. Exceptions to this time limit will be made in the case of applicants who have taken a career break (e.g. for maternity leave or compulsory national service). In these cases, brief details about the period of interruption must be provided with your application.

CONDITIONS OF EMPLOYMENT

11. Starting date and duration of the Fellowship

i) Tenure of Herchel Smith Fellowships will normally commence on 1 October of the year of award unless an alternative arrangement is agreed with the Fellowship Managers, in which case commencement should normally be by 1 January of the year following that in which the award was made. The offer of a Fellowship will not be held open for more than three months from the date of notification of the award.

ii) Fellowships will be tenable for a minimum of two years and a maximum of three years. No applications for extension to a Fellowship will be considered by the Managers except where exceptional circumstances have disrupted the scientific programme or to cover periods of extended sick leave or maternity leave.

iii) Herchel Smith Fellowships are analogous to research fellowships or similar fixed-term appointments at postdoctoral level in UK universities. They are not intended to be, or to compete with, permanent academic career positions.

12. Stipend

The initial annual stipend for a Herchel Smith Fellow will be determined in the light of experience but will be within the range of £31,604 to £38,833 per annum for those starting 1 October 2018. This will be subject to annual review and adjustment. Fellows will be employed on the University’s normal terms and conditions, including pay, superannuation and National Insurance. Fellows will be eligible to join the
Universities Superannuation Scheme (USS) and, wherever possible, a non-stipendiary affiliation to a Cambridge College will be arranged.

13. **Research support grants**

Fellows are eligible for an annual amount of up to £15,000 to support direct research costs including equipment, consumables, conference attendance and UK fieldwork. A separate application must be made for travel subsistence and overseas fieldwork. Fellows will be expected to report on their use of travel and subsistence funds in their final report to the Managers.

14. **Equipment**

Any equipment purchased using Herchel Smith Fellowship Funds must remain within the Department when the Fellow’s period of tenure comes to an end.

15. **Relocation costs**

In the case of Fellows coming to take up an award from overseas, the Managers may be prepared to offer grants to cover costs of fares for a Fellow and their immediate family and for transporting a reasonable amount of personal luggage, including transit insurance.

16. **Residence**

Fellows will be required to undertake their work in Cambridge during the period of the award. However, the Managers of the Fellowship Fund will be prepared to consider requests for **limited** periods of work elsewhere if this can be demonstrated to be essential to a Fellow’s research work.

17. **Teaching responsibilities**

A Fellow may undertake up to six hours per working week of paid teaching provided that the Head of Department considers it desirable and it does not impede on a Fellow’s research activities.

18. **Use of funds**

i) Funding awarded under a Fellowship is provided solely to support the Fellow and may not be used to support other projects, staff or students. Neither is it permitted to use funds awarded for one purpose to support activities under another heading; for example, a stipend may not be enhanced by virement from the funding approved for equipment or travel.

ii) Herchel Smith Fellowships may not be used to supplement, or be supplemented by, any other area of paid work, excepting approved teaching duties. If any other award or payment is expected or received during the tenure of a Fellowship, the Fund Managers must be informed immediately so that an appropriate adjustment to the Fellowship can be considered.
19. Conduct of research

i) Herchel Smith Fellows will be expected to abide by the University’s Guidelines on Good Research Practice (http://www.research-integrity.admin.cam.ac.uk/research-integrity/good-research-practice) and to comply with all relevant conditions, for example, relating to:

- Ethical, social or other issues that might be a source of concern
- Medical and health research
- Health and safety
- Misconduct and conflict of interest
- Legislation covering specific areas of research work.

All research integrity policies can be found through (http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement)

ii) A Fellow will be expected to publish the outcome of her/his research in accordance with the University's normal practice. Publications and all other forms of communication, including conferences contributions, must explicitly acknowledge the support received from the Herchel Smith Postdoctoral Fellowship Fund.

20. Application for research grants

Fellows are encouraged to submit applications, through the University’s Research Office, for research grants.

21. Reporting arrangements

Fellows will be expected to submit to the Secretary of the Fund a short annual summary of their research progress. This should not exceed 1000 words and must be countersigned by their Head of Department. This must include:

i) any new discoveries made
ii) presentations at scientific meetings
iii) a list of publications, including those in press as well as those where a Fellow is a co-author
iv) details of teaching undertaken during the year.

A final report must also be submitted to the Managers within three months of completion of the Fellowship. This should include a summary of the findings made and the positive outcomes of research accomplished during the term of the Fellowship.

22. Leave arrangements

i) Annual Leave

Fellows will be entitled to 30 days leave per annum plus public holidays.
ii) Sick absence

When a Fellow is absent through illness, sick leave will be in accordance with the University’s normal conditions of employment, subject to a normal maximum of three months sick absence on full pay. If the certified period of absence exceeds this period, the Fund Managers may consider putting the Fellowship into abeyance until the Fellow is fit to resume research work. If the period exceeds six months this decision will be reviewed. Fellowships put into abeyance because of illness may be extended, at the discretion of the Managers, by a commensurate period of up to six months.

iii) Maternity leave arrangements

a) A Fellow will be entitled to take maternity leave in accordance with the University’s current terms and conditions under which she will be entitled to a maximum of 18 weeks’ paid leave during which she will receive her normal rate of pay, 21 weeks’ during which she will receive Statutory Maternity Pay (if entitled), 13 weeks unpaid leave.

b) If requested, consideration will be given to allowing the Fellowship to be placed in abeyance during the absence of the Fellow on maternity leave, and for the period of the Fellowship to be extended accordingly. Normally, provided she returns within the year, she will be granted an extension up to the amount of time that she was on maternity leave.

c) The Managers will also be prepared to give consideration to requests for the Fellowship to be continued on a part-time or flexible basis provided that such an arrangement does not impact on the satisfactory completion of the scientific programme of the Fellowship within the period of time agreed by the Managers.

iv) Paternity and adoption leave

A Fellow will be entitled to take up to a maximum of fourteen days paid paternity or adoption leave.

23. Termination of Fellowships

A Fellowship may be terminated, or its conditions varied, at any time at the discretion of the Managers. If a Fellow discontinues the research being undertaken with support from the Fellowship, or takes up other or additional paid employment before the expiry of tenure, the Managers must be informed immediately. The Fellowship will normally be terminated with effect from the day preceding discontinuation of research or the commencement of alternative employment.
ADDITIONAL INFORMATION

24. About the Department

The Department of Pure Mathematics and Mathematical Statistics (DPMMS) is one of the two Mathematics Departments in Cambridge, the other being the Department of Applied Mathematics & Theoretical Physics. The Statistical Laboratory is a sub-department of DPMMS. Together with the Isaac Newton Institute, the two departments occupy the Centre for Mathematical Sciences (CMS). The CMS is a beautiful development west of the city centre and close to other Science Departments. The accommodation is of the highest quality and was designed by mathematicians and architects to facilitate the study of mathematics. It comprises offices, meeting rooms, seminar/lecture rooms, and common rooms, and is equipped with an excellent computer network.

DPMMS comprises at present about 40 tenured staff, more than 50 post-doctoral members of the Department and more than 90 PhD students. It gained an excellent quality profile in the 2014 Research Excellence Framework (see: www.ref.ac.uk).

The Faculty holds an Athena SWAN Bronze award for promoting women in Science, Technology, Engineering and Medicine and supports the aims of the Charter Scheme and the LMS Good Practice Scheme in seeking to advance women’s careers in the mathematical sciences. New staff are mentored and all staff are offered advice on career and promotion opportunities.

The research environment in DPMMS is very lively. Many regular seminar series meet weekly during term, and there is a steady stream of short-and long-term visitors from around the world. The proximity of the Isaac Newton Institute is a major advantage for mathematics in Cambridge.

Further Information about Mathematics in Cambridge

Further information about
• the Department may be found via the Departmental website at http://www.dpmms.cam.ac.uk/;
• mathematics in Cambridge is also available at http://www.maths.cam.ac.uk/.

25. 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.

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](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/.

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, Ms Julie Bazin, who is responsible for recruitment to this position, on 01223 764289 or by email on hr-office@maths.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.