



British School at Rome

Assistant Director (Humanities)

The British School at Rome, Britain's leading research institute abroad, is seeking to appoint an Assistant Director for the Humanities. This two-year residential position carries responsibility for programming the year's research activities and supporting the community of scholars at the BSR, whilst offering the opportunity to work in a remarkable interdisciplinary research centre in Rome.

Qualifications for the post include a completed doctorate on an area of study related to Italy from AD 600 to 1800, a track record of administrative and organisational experience, a strong record of existing or clearly forthcoming publications, excellent people and interpersonal skills, a flair for operating in teams and building community, strong communication skills, the ability to show an interest across the whole range of BSR research and practice, and experience of working in a different country or countries, preferably including Italy.

The position will commence on 1 October 2014.

The specific responsibilities of the position will require you:

To demonstrate a continuing level of high academic achievement against an agreed research strategy which will build capacity for research at the BSR into the future. Your research will be expected to lead to one substantive conference or workshop at BSR plus at least one peer reviewed publication.

To co-ordinate with the BSR research group and then oversee a lively and full academic programme of events, and to represent the Director at such events when appropriate or necessary. You will also be expected to assist with the communication of these events through the BSR's usual mechanisms.

To guide a limited number of visits for BSR residents to places of significant interest which you can effectively present.

To liaise with the Director and other staff to support the BSR's whole community, and especially the Humanities scholars, through intellectual engagement, and where necessary appropriate practical support.

To present the BSR to occasional external groups and to support the BSR's development activities.

To liaise with all staff to further improve team work and collegiality across the whole BSR community.

To undertake other tasks as agreed with the Director.

The post-holder will be resident at the BSR. It is anticipated that the role will require being present at the BSR for dinner on a regular and frequent basis. You will be expected to participate fully in the BSR events programme, and to offer some weekend cover and some practical assistance with management of events.

You may be required to represent the BSR in the absence of the Director but with the support of the BSR staff in regard to Italian public offices, bank powers and approval of expenditures.

In the absence of the Director and subject to the same obligation to the BSR Council, you may be required to take decisions on behalf of the BSR.

You will have some budgetary responsibilities.

Essential Qualifications

A completed PhD on a topic related to Italy in the period from AD 600 to 1800.

A research plan which can largely be delivered from resources in Rome.

A strong record of existing or clearly forthcoming publications.

Capacity to communicate well in Italian.

Strong planning and organisational skills.

Strong communication skills.

Excellent people and interpersonal skills.

Demonstrable interest across the whole range of BSR research and practice.

Ability to deal sensitively with people from a wide variety of backgrounds.

Desirable Qualifications

Experience of working in different countries, preferably including Italy.

Personal knowledge of the BSR.

Terms and Conditions

The position requires residence at the BSR. The BSR will provide a flat. The flat includes catering facilities but the post-holder will be expected regularly and frequently to attend BSR meals.

The BSR will pay a salary of £23,000 in twelve monthly instalments.

The post is eligible for membership of the Universities Superannuation Scheme and the post-holder will be enrolled in the USS automatically but has the right to opt out. Further details about the USS and the latest employee contribution rates may be found here <http://www.uss.co.uk/Pages/default.aspx>.

The post-holder will also be enrolled in the BSR's health insurance scheme at no charge to the post-holder; however this may not cover pre-existing conditions.

Please note that the BSR does not offer any financial or pensions advice.

You will be entitled to receive the following payments and benefits:

- all approved travel and subsistence costs for BSR-related work according to the BSR regulations on reimbursement in force;
- free accommodation for one person; food at the BSR's common table in Rome for yourself; guests may stay without room charge in the Assistant Director's apartment, and at normal rates for guest rooms; and may take meals at normal rates for guests. The BSR is unable at this time to accommodate children.
- reasonable relocation expenses to and from the BSR at the commencement and conclusion of your appointment.

It is envisaged that your appointment will be for a period of two years. You will report directly to the Director of the British School at Rome.

Holiday entitlement will be 28 days paid holiday per year to be arranged with the permission of the Director. Absences for ill health or other reasons should be reported to the Director.

Flexibility of working hours will be required in accordance with the needs of the position.

There will be a three month probation period. During and at the end of probation, notice will be one week either side. After the probationary period the notice period will be three calendar months on either side.

In cases of dispute, English laws and regulation will apply on both sides.

Equal Opportunities and Access Policy

The British School at Rome is committed to a policy of equal opportunities in its appointments policy and in the way it offers access to all its facilities and services. The BSR aims to support full participation by residents in all aspects of its academic and social life. The BSR will make reasonable efforts to address the needs of staff, awardees or visitors with disabilities wherever it can.

How to Apply

Please submit a letter of application, a CV (including the names and contact details of three referees), and a research proposal of not more than two pages single spaced, outlining a research topic which should lead to one substantive conference or workshop at BSR plus at least one peer reviewed publication.

Applications should be sent as a Word document or pdf to info@bsrome.it

Please title the file with your 'surname.name', and in the subject line of the e-mail 'Assistant Director Surname Name'.

References will be taken up for short-listed applicants prior to the interviews.

Closing date for applications: 7 March 2014.

Interviews will be held in London on 31 March 2014.

If you have not heard from us by 24 March 2014, please assume that, whilst we thank you for your interest in this position, we do not wish to proceed further with your application on this occasion.