



Council for British Research in the Levant

JOB OPPORTUNITY

Council for British Research in the Levant Job Posting: Assistant Director at the British Institute in Amman (two-year fixed term) - research and academic management opportunity for UK DPhil/PhD Holder

Closing date: 15 January 2018, 5 pm GMT. Interviews by Skype: around 29 January 2018. Start date: 1 March 2018 (or as soon as possible thereafter).

Salary: £21,000 per annum, plus benefits (subject to status) to include annual research / conference attendance allowance, accommodation subsidy, annual return flight to the UK, and international health & travel insurance.

British Institute in Amman Assistant Director

The Council for British Research in the Levant (CBRL) seeks to appoint an Assistant Director for the British Institute in Amman. This fixed-term post presents a unique opportunity for a post-doctoral researcher to live and work in Amman, Jordan; develop his/her local & international academic networks and skills in communication & networking, management and grant applications; and lay strong foundations for an academic career. Previous post-holders have moved on to UK academic appointments.

The British Institute in Amman (BIA) is the UK's research centre in Jordan, operated by the CBRL. CBRL is the British Academy-sponsored charity that promotes, sponsors and carries out high quality research in the humanities and social sciences throughout the countries of the Levant. CBRL operates research centres, funds academic research, organises conferences, lectures and other events, and publishes academic journals and books.

The BIA maintains an open access research library, holds events (seminars, lectures, conferences and workshops), and provides hostel accommodation and support for researchers who are members of the CBRL. The institute building is currently located in Tla' al-'Ali, not far from the University of Jordan.

Job Summary: The Assistant Director will contribute to the growth and expansion of the BIA, including developing funding proposals, assisting the BIA Director in the representation and management of the Institute, and enhancing the Institute's social media presence.

The BIA is currently undergoing a major repositioning as it looks to change its location in Amman. The Assistant Director will play a key role in ensuring that these transitions run smoothly. In addition to

management duties, the Director and the Assistant Director work to support each other as well as visiting researchers in the development of their own research agendas.

The successful candidate should have an active research interest in the region and a research profile that extends the disciplinary reach of the BIA in any of the disciplines or subject areas supported by the CBRL.

Applications are open to holders who will have a DPhil/PhD degree from a UK university in hand at the time of appointment. Preference will be given to highly motivated candidates who have innovative profile- and fund-raising ideas for the BIA to expand its research activities, outreach and impact. To perform the role effectively, a degree of flexibility is needed, and the post-holder may be required to travel and work outside office hours.

The language used in the BIA is English, but knowledge of Arabic is desirable and willingness to improve or develop Arabic language skills essential.

Employment Terms: This is a full-time fixed term appointment for 2 years. The position is subject to the successful completion of a three-month probation period, as monitored by the BIA Director. The remuneration package (subject to status) includes an expatriate salary of £21,000, an accommodation subsidy, research and travel funding, international health and travel insurance, and shipping allowance. The post is eligible for USS membership, subject to status.

The Assistant Director will be required to live in the BIA hostel in Amman. This accommodation requirement may change in future subject to re-location plans currently under discussion.

Application by: Letter of application, application form, curriculum vitae, and the names and full contact details of two referees should be sent as a Word document or pdf to cbri@britac.ac.uk to arrive no later than **15 January 2018, 5 pm GMT**.

Interviews will be held around 29 January by Skype.

Start date (negotiable): 1 March 2018

Guidance for the letter of application: You should state your reasons for applying for this post and explain how your skills match those sought. Outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, work through your studies, or any other activities which you think are relevant to the role of Assistant Director at the British Institute in Amman and which you believe make you suitable for the post. Explain the focus of your research and how this would contribute to the research profile of the Institute. Indicate what contributions you would expect to make if appointed.

References: You must arrange for your two letters of reference to be submitted by the deadline. Applications and letters of reference received after this date will not be accepted.

Application forms can be downloaded from our website www.cbri.org.uk.

The CBRL is an equal opportunities employer and encourages applications from all candidates irrespective of gender, ethnicity, age, disability, religious belief, and sexual orientation.

Person Specification Criteria

Knowledge and Experience

• A PhD from a UK university	E
• A developing record of professional publication	E
• Evidence of success in attracting research funding	E
• Experience in stakeholder management	D
• Experience in fund-raising and outreach activities	D
• Experience drafting policy documents and statements	D
• Practical work experience in the non-profit and/or HE sector	D

Communication

• Excellent English oral and written communication skills	E
• Some Arabic oral and written communication skills	D
• Experience of public speaking and speech writing	D
• Experience and an interest in working with digital media	D

Planning and Organising Resources

• Evidence of effective planning and organising own workload	E
• Ability to work on projects concurrently without loss of attention to detail or accuracy	E
• Experience in organising, or assisting in organising, events	E
• Experience of financial planning and keeping to budget	D

Teamwork and Motivation

• Experience of having participated in and contributed actively to a team	E
• Evidence of ability to manage people and strong interpersonal skills	E

Personal Qualities

• Tact, diplomacy, discretion, and enthusiasm	E
• Professionalism in representing CBRL interests	E
• A strong ethical awareness in the conduct of research	E
• A commitment to promoting equal opportunities	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.