

Job Title: Deputy Director, Amman Institute (FTE, 3 months fixed term in the first instance)

Organisation: The Council for British Research in the Levant (CBRL)

Location: Amman, Jordan

About CBRL:

The Council for British Research in the Levant (CBRL) is a learned society dedicated to advancing public education on the Levant. Through promoting and disseminating research in humanities, social sciences, and related subjects, CBRL aims to advance knowledge and understanding of the peoples and cultures of the Levant. CBRL operates two institutes in the region: CBRL Amman Institute and the Kenyon Institute in East Jerusalem, both housing extensive libraries, collections and archives.

Job Description:

CBRL is seeking an experienced academic with an international reputation for archaeological research on the Levant to fulfil the role of Deputy Director, Amman Institute. The Deputy Director must be able to demonstrate significant leadership experience, and will be expected to conduct their own research while leading and overseeing the research-focused activities of CBRL's Amman Institute.

The appointment will be for three months in the first instance starting on 2nd January 2025 to 31 March 2025, and will be renewable for a further 6-12 months by mutual agreement (pending funding approval). Applicants who can arrange secondments from an existing post are particularly welcome to apply.

Salary will be at a competitive rate, appropriate to experience and career-stage.

Applicants must have a right to work in Jordan.

The role will involve developing and delivering research-focused strategies that support CBRL's key priorities and strategic plans. In addition to line managing research staff, representing CBRL appropriately, and working closely with the Director to develop the Amman Institute, the Deputy Director role will be expected to fulfil three main Key Performance Indicators between 2nd January and 31st March 2025:

- Submitting (or preparing ready for submission, depending on submission deadlines), a funding application with a UK-based academic partner, with CBRL as a named partner. Funding applications will need to be fully costed and approved by CBRL before submission.
- Undertake and publish research to an international standard. In particular, to submit one article to a peer reviewed journal, ideally by 31st March 2025, but within an agreed timescale with the Director.
- Organising one high-impact academic hybrid event, including attendees from the UK (mentoring, logistical support and budget provided).

Reports to: CBRL's Director (based in the UK). Also, works with the CBRL Amman team and the London office, as required.

Working week: Full-time; 5 days a week, 8:00 am – 4:00 pm, (Sunday – Thursday).

Please note that the role may require working extended hours, particularly during events.

Contract: 3 months (2 January 2025 to 31 March 2025), subject to review and extension (inclusive of a one month probation period).

Start date: 2 January 2025.

Key Responsibilities:

Under the supervision of the Director, the Deputy Director will:

Research

- Undertake and publish research to an international standard. In particular, submit one article to a peer reviewed journal by 31st March 2025.
- Help to develop and sustain CBRL's partnerships in externally-funded research projects and the administrative/financial systems required to support them, in line with the overall strategy of CBRL.
- Contribute as required to the preparation of research grant funding applications.
- Lead on the submission of a funding application with a UK-based academic partner, with CBRL as a named partner.
- Participate in the workings of CBRL's Research subcommittee (which is responsible for setting the Research Strategy and overseeing the grants programme and conference budget).
- Contribute to all research-related activities, such as the development of research policies, awarding of research grants, and the creation of output.

Events and Other Activities

- Oversee a programme of CBRL Amman events to promote and disseminate research.
- Seek to develop and maintain relationships and partnerships with local academic research institutions, private companies and diplomatic missions with a view to the long-term broadening of CBRL's activities and support.
- Represent CBRL Amman within academic environments.
- Represent CBRL Amman within governmental and non-governmental entities and in local events

Staff Management

- Head the Research Team, providing leadership and direction to all research-active staff.

- Line manage all research-active / research-related staff.

Additional General Responsibilities:

- Follow up CBRL Amman MoUs with other entities and look for new collaborative initiatives
- Produce reports on activities and contribute data for annual and six-monthly reports.
- Carry out other associated duties as may arise in line with the broad remit of the position.
- Work collaboratively with others in all aspects of work.

Essential and Desirable Criteria:

Essential	Desirable
1. A PhD within the Humanities and Social Sciences relating to the Levant, with a focus on archaeology, heritage or associated subjects (note: the PhD must have been awarded, we will not consider applications from individuals awaiting examination).	1. Evidence of contribution to the management of a department / organisation.
2. A track record of outstanding research activity and peer-reviewed publications.	2. Knowledge of the UK HEI landscape.
3. Evidence of success in securing research funding.	3. Experience of developing and implementing innovative outreach strategies to communicate research findings to diverse audiences.
4. Excellent written and spoken English and Arabic	4. Evidence of experience of managing resources and budgets.
5. Evidence of experience of line managing.	5. Successful and sustained collaborations with international academics.
6. Evidence of the ability to organise international events.	6. Evidence of the ability to lead, develop and motivate colleagues to achieve organisational aims and objectives.

This job description does not form part of a contract of employment and can be amended from time to time as the needs of the organisation require.

To Apply:

Interested candidates should submit the following documents to jordaninfo@cbrl.ac.uk:

- Full academic CV.
- A cover letter outlining qualifications and suitability for the role.
- One example of a published article that best highlights research focus and academic credibility.
- An outline of a publication plan which details the publication to be submitted by 31st March 2025 (based on research already conducted), and a publication strategy to end March 2026 if the role is extended.

- Details of a research funding application that will be submitted in collaboration with a UK-based academic by the end of March 2025. Please include details of the research title, funding body, amount, and how far this collaboration has been developed to date (Candidates must ensure that contact has been made and the collaboration agreed between all parties before submitting their job application).

Please include "Deputy Director Amman Application" in the subject line.

Only short-listed candidates invited to interview will be contacted.

Deadline for applications November 14th 2024.

Interviews likely to be held in early December.

Candidates must be available to start on 2nd January 2025.