DEPUTY DIRECTOR OF THE HUMANITIES RESEARCH CENTRE

ADVERTISEMENT AND FURTHER PARTICULARS

THE ROLE Applications are invited for the post of Deputy Director of the Humanities Research Centre (HRC). The post (0.4 FTE) is tenable for a period of three years, 1st October 2020 – 30th September 2023. The Deputy Director will work with the Director and the HRC team to support and extend the work of the HRC and will lead on coordinating key areas such as PG training, studentship provision and ethics.

THE HUMANITIES RESEARCH CENTRE The Humanities Research Centre (HRC) was founded in 2009 to build an international gateway for Arts & Humanities research at York, to stimulate innovative interdisciplinary and collaborative scholarship, to give collective identity and a shared public front to the York Arts and Humanities research community and to provide modern, bespoke facilities for a number of specific groups and initiatives, including:

- the Arts & Humanities postgraduate community;
- funded research projects in the Arts & Humanities employing postdoctoral research assistants;
- other funded postdoctoral scholars and advanced visiting scholars;
- some of the interdisciplinary centres in the Arts & Humanities (these include the Centre for Renaissance and Early Modern Studies, the Centre for Modern Studies, the Centre for the Study of Christianity and Culture, the Centre for Global Health Histories and the White Rose College of the Arts and Humanities).

More details about the Humanities Research Centre can be found at [http://www.york.ac.uk/hrc/](http://www.york.ac.uk/hrc/).

The HRC has the following dedicated staff:

- Director/Associate Dean for Research (0.6 fte)
- Deputy Director (0.4 fte)
- Administrator (0.7 fte)
- Senior Research Coordinator (1 fte)
- Research Co-ordinator (1 fte)
- Research Impact Manager (1 fte) – currently a job share between two post holders
- Impact Administrator (1 fte)
In addition, the Research Development Manager for Arts and Humanities works in the HRC and is managed by the HRC day-to-day, though works through the Research and Enterprise Directorate.

The HRC team is a close-knit team that works in notably collegial ways, both within the HRC and around the Faculty.

Funding for the salaries of the HRC’s staff (not including the RDM) and for its operating costs is included in the contribution targets of the Arts & Humanities departments. The home departments of the HRC Director and Deputy Director receive a percentage buy-out for their seconded time.

DEPUTY DIRECTOR OF THE HRC

Summary Overview
The HRC Deputy Director works as part of the HRC directorate to support the work of the HRC team and to further the interests of the Arts and Humanities research community.

Responsibilities specific to the HRC Deputy Director:

- Chairs the Arts and Humanities Ethics Committee, represents the Faculty on ethics matters at University level, and liaises with other affiliated Arts and Humanities Ethics Committees (Archaeology, TFTI).
- Leads on the HRC’s postgraduate training provision and support for the postgraduate community. This includes:
  - designing the HRC training programme, in consultation with the HRC Director and team. This part of the job includes organising training workshops, the postgraduate collaborative grant scheme, the HRC PhD poster competition, the Doctoral Fellowships competition, the Festival of Ideas Fringe Family Fun Afternoon, and enlisting the appropriate staff, where appropriate, to deliver its various components across the year
  - liaising with the Dean of the York Graduate Research School in the support and development of the PGR community and in the provision of the broader PGR training agenda;
  - sitting on the YGRS Board and the YGRS Awards and Funding Sub-Committee
  - Coordinating with PGR funders such as WRoCAH and Wolfson
  - sitting on the Training and Engagement Board for the doctoral training centre, the White Rose College of the Arts and Humanities (WRoCAH), as part of the broader support offered for its work
  - promoting the development of CDP applications from colleagues across the Faculty, in partnership with the HRC Research Support Team
○ representing the HRC at postgraduate Open Days as required.

- Co-ordinates and supports the HRC Post-Doctoral Fellows
- Deputises for the HRC Director/Associate Dean if/as required.
- Contributes to the longer-term work of the HRC: currently this includes projects to work more strategically with departments, to encourage departments to be ambitious about the size and scope of grants, and to consider the use of space in the HRC to reflect the changing and developing needs of the A&H community.
- Contributes to the more general programme of events and activities run by or through the HRC.

As part of the HRC directorate:

- Participates in regular staff meetings of the Humanities Research Centre, to help develop and co-ordinate the effective implementation of productive and appropriate policies, procedures and working practices across the personnel team.
- Attends Faculty Research Group, the Faculty Impact Sub-Group and other Faculty-level meetings as appropriate, in agreement with the Director.
- Encourages active engagement across the Faculty with interdisciplinary research initiatives through the work of the HRC and that of the Research Theme Champions.
- Provides strategic support, where appropriate, for inter-Faculty research initiatives.
- Carries out such other HRC-related tasks as may, from time to time, be required.

**Reporting line** The Director of the HRC helps to set, agree and annually review strategic objectives for the HRC- related aspects of the Deputy Director’s role. In his/her on-going departmental role, the post-holder continues to be managed by the Head of Department of the home department.

**PERSON SPECIFICATION**

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<th>Essential</th>
<th>Desirable</th>
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<td>Qualifications</td>
<td>PhD in an Arts and Humanities discipline or substantial relevant research experience.</td>
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<td>Knowledge/Skills/Abilities/Competences</td>
<td>Track record of internationally recognised research and clear plans for future research of high potential significance.</td>
<td>Experience of a significant management role within or beyond the University of York.</td>
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<td>Ability to engage in raising the national and international profile of Arts and Humanities at York.</td>
<td>Experience of working with the PGR community, and a sensitivity to their training and development needs.</td>
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Ability and potential to manage a complex and demanding role with responsibility for staff and a wide range of stakeholders.

Ability to build productive relationships across partner groups for the delivery of a shared project.

Good awareness of the Arts and Humanities funding landscape.

A demonstrated and knowledgeable interest in the graduate training agenda.

**Other requirements**

Excellent communication skills.

Excellent networking skills.

Ability both to lead and to work collaboratively and collegially with a significant range of partners, colleagues and institutions.

Excellent time management.

**REMNURERATION**

The role-holder retains the salary drawn as a member of his/her academic department (including the standard rights to promotion and salary review).

**HOW TO APPLY**

Colleagues who wish to apply are invited to send i) a cv and ii) a covering letter (of not more than 2 sides) explaining their interest in the advertised post, as email attachments to the HRC Administrator, Helen Jacobs (helen.jacobs@york.ac.uk) by the deadline below. In addition, each applicant’s Head of Department must submit a confidential letter of support directly to Helen Jacobs by the same deadline. The HoD’s letter should include comment on the applicant’s research profile, administrative experience, management skills and wider institutional/community contribution.
The closing date for receipt of applications and letters of support is **1pm on Monday 20 January 2020**.

**INTERVIEWS**

Shortlisted candidates for this post will be informed by **30 January 2020**. It is anticipated that interviews will be held in the week beginning 10 February 2020 or the week after that.

Shortlisted candidates will be asked to give a short presentation as part of the interview process. The brief for this will be sent to shortlisted candidates with the interview information.

**ENQUIRIES**

Informal enquiries may be directed to the Associate Dean for Research and HRC Director, Richard Ogden (email richard.ogden@york.ac.uk, telephone 01904 328096) and/or to the current role-holder, Keith Allen (email keith.allen@york.ac.uk, telephone 01904 328123).