

THE POST

College /Service:	College of Social Sciences and International Studies http://socialsciences.exeter.ac.uk/
Post:	Director of the Centre for Gulf Studies and Al-Qasimi Chair in Gulf Studies
Reference No:	P53756
Reporting To:	Pro-Vice-Chancellor and Executive Dean of College

The above full-time permanent post is available from 1 January 2017 or as soon as possible thereafter in the College of Social Sciences and International Studies.

Job description

Summary of post

This post is primarily to contribute to the research and teaching activities of the Institute of Arab and Islamic Studies in the area of Gulf Studies. It is part of an exciting and vigorous new strategy for Gulf Studies at Exeter. The post holder will be an innovative researcher with a strong and current publications record of high quality and international standing, and a track record of research funding acquisition. The post holder will be a leading international figure with the ability to attract high quality researchers at doctoral and postdoctoral level to the Gulf Studies research group. S/he is also expected to assume the directorship of the Centre for Gulf Studies, which gathers the world's largest concentration of researchers in humanities and social sciences interested in the Gulf region.

Main duties

Research and Scholarship

1. Support the development and implementation of the College research strategy.
2. Lead and co-ordinate research activity in Gulf Studies, especially in the areas of social sciences and contemporary history and cultural studies.
3. Lead the research strategy and production at the Centre for Gulf Studies and develop its capacity and activity.
4. Manage research and other collaborative partnerships with educational institutions or other bodies.
5. Mentoring the postdoctoral fellows in Gulf Studies as well as the doctoral studentship holders and developing the capacity and strategy of the Centre for Gulf Studies.
6. Lead on applications for research funding, consultancy and other sources of income.
7. Produce high-quality, internationally recognized research publications and disseminate research findings using media appropriate to the discipline.
8. Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject, the Institute and the University of Exeter.
9. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.
10. Lead the development of new and creative approaches in responding to research challenges.
11. Plan and implement research projects, where appropriate leading a team of researchers, monitor progress of these projects to ensure the achievement of financial and research objectives.
12. Develop, review and deliver curricula and modules for undergraduate and postgraduate students in Gulf Studies.

Communication, Administration and Management

1. Be routinely involved in complex and important negotiations internally and with external bodies, particularly in relation to research, research funding and consultancy.
2. Participate in Institutional decision-making and governance.
3. Participate in internal and external networks in relation to research and research funding.
4. Promote and market the work of the CSSIS and IAIS in the subject area both nationally and internationally.
5. Exercise academic leadership for all subject area activities - teaching and/or research, as appropriate.
6. Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
7. Appraise and advise staff on personal and career development plans and mentor research activity within the discipline/College.
8. Develop and communicate a clear vision of the Institute's strategic direction.
9. Promote a collegiate approach and develop team spirit and team coherence.
10. Foster inter-disciplinary team working.
11. Determine the allocation of resources within own area of responsibility.
12. Take overall responsibility for the organising and deployment of resources within own areas of responsibility.

Person specification

1. Be a leading international authority in Gulf Studies.
2. Possess in depth knowledge of their specialism in Gulf Studies as well as have positions on the field of Gulf Studies as such to enable the development of new knowledge, innovation and understanding in the field.
3. Possess excellent command of the Arabic language (highly desirable); knowledge of secondary and further languages that are relevant to Gulf Studies is also desirable (such as Persian).
4. Have an excellent track record of managing research groups and grants, mentoring early career academics, and supervising postgraduate students in Gulf Studies.

We are very keen to sustain a strong academic community where people share and collaborate in research and where student feel part of a vibrant academic culture. Therefore we expect that, in general, you will be physically present at the University at least four days a week during term time. This will enable you to become part of this community and be supported and enriched by it.

Post: Associate Professor

Reference No: P53756

Grade: H

Job Description

Summary of post

This post is primarily to support research and teaching activities of the Institute of Arab and Islamic Studies in the area of Gulf Studies. It is part of an exciting and vigorous new strategy for Gulf Studies at Exeter. The post holder will be an innovative researcher with a strong and current record of research funding and international quality publications. Therefore, the post holder will be a leading international figure.

The Associate Professor of Gulf Studies is one of the Al-Qasimi Professorships in the Institute of Arab and Islamic Studies, and the post holder will bear the title "Al-Qasimi Professor of Gulf Studies". The post holder will be a central participant in the Institute's Centre for Gulf Studies, **with an expectation that s/he will assume the directorship of the Centre**. The post holder will work with colleagues in the Centre and wider Institute to carry out the following activities:

1. produce high quality research outputs.
2. supervise doctoral students in Gulf Studies,
3. develop collaborative research projects with colleagues in the Centre, Institute, University and beyond.
4. develop and review curricula and modules for undergraduate and postgraduate curricula in Gulf Studies
5. develop the use of research results by those working outside of academia, ensuring the Institute's work has as wide an impact as possible.

6. mentor early career scholars working in the field.
7. carry out other tasks, as required, within the operations of the Institute of Arab and Islamic Studies.

Main duties and accountabilities:

Research and Scholarship

1. Support the development and implementation of the College research strategy.
2. Lead and co-ordinate research activity in Gulf Studies, especially in the areas of social sciences and contemporary history and cultural studies.
3. Manage research and other collaborative partnerships with other educational institutions or other bodies.
4. Lead bids for research, consultancy and other additional funds.
5. Write publications of the appropriate defined standard or disseminate research findings using media appropriate to the discipline.
6. Conduct research into learning and teaching methodologies and disseminate best practice within the Institution and externally.
7. Develop and promote the use of innovative assessment methods.

Communication, Administration and Management

1. Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
2. Participate in internal and external networks in relation to research and research funding. Teaching and teaching funding, and consultancy.
3. Promote and market the work of the College in the subject area both nationally and internationally.
4. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

Person Specification

1. Be a leading authority in Gulf Studies with an international reputation.
2. Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
4. Have a strong record in attracting research and/or scholarship funding.
5. Have an active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally.

We are very keen to sustain a strong academic community where people share and collaborate in research, and where students feel part of a vibrant academic culture. Therefore we expect that, in general, you will be physically present at the University at least four days a week during term time. This will enable you to become part of this community and be supported and enriched by it.

Informal Enquiries

Applicants are encouraged to contact the Pro-Vice-Chancellor of the College, Prof Debra Myhill (tel: 01392 724767, email: D.A.Myhill@exeter.ac.uk) to discuss the posts further. Informal enquiries can be made to Prof Robert Gleave (tel: 01392-724025, email: R.Gleave@exeter.ac.uk). You may also wish to consult our web site at (<http://socialsciences.exeter.ac.uk/iaais/>) for further details of the College.

Additional Information Relating to the Post

Salary (at Associate Professor level)

The starting salary will be on Grade H, £54,637 to £68,863 per annum, points 48 to 56, subject to knowledge, skills and experience. Progression beyond point 50 is subject to performance in the role.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

There are no specific hours of work but staff are required to work such hours as are necessary to carry out the duties associated with the appointment.

Education & Scholarship staff

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period (at AP level)

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay. In addition to the three referees indicated, the University will take up an additional referees' reports (two) from referees identified by the University.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at www.uss.co.uk/members. The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email a.j.rose@exeter.ac.uk) for further information.

Relocation (for AP appointments)

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Relocation (for Prof appointments)

For Chair appointments the University will reimburse new employees against receipts up to the £8,000 maximum allowed by the Inland Revenue. In the case of candidates coming to the UK from overseas we will, additionally pay for one way economy class fares for the employee and their immediate family and for surface shipment of personal belongings.

In view of the significant costs involved in providing relocation assistance any member of staff who resigns from their post within the first three years of commencing their appointment will be required to repay a percentage of the money that they have received according to the following scale:

- Resignation during first year: 75%
- Resignation within second year: 50%
- Resignation within third year: 25%

The sum should be repaid to the University no later than the final day of employment.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **5th January 2016**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.