

Deputy Head of International (Programmes) – 12-month Maternity Leave Fixed Term Contract

Recruitment pack | November 2021

Deputy Head of International (Programmes) – 12-month MAT Leave FTC

22 November 2021

Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for the role.

To apply:

- Please provide a personal statement and up-to-date CV combined in a single document. The document must be a maximum of 4 pages in total – no more than 2 pages for the personal statement and no more than 2 pages for your CV. Please state your name and the job you are applying for at the top of the document and save it as follows: “Your name-job title” e.g. Martha Jones – Deputy Head of International. Please note that if your submitted application does not meet these requirements, we will be unable to consider it.
- Your personal statement should set out why you feel that you are a good candidate for this post and how you fulfil the role profile and person specification. Your CV must show your full career history with any breaks explained.
- We are asking all applicants to complete our equality data monitoring survey. Completing this form will help us establish a better baseline for future equality, diversity and inclusion action. The information collected will be held securely and handled sensitively in line with the Academy’s data protection policy. The survey can be accessed through the advert on the current vacancies page.
- We guarantee to interview all disabled applicants who meet the essential criteria for the post. Please indicate in your covering e-mail if you are applying as a disabled applicant
- Please indicate in your covering email if you cannot attend the scheduled date for interviews.
- Please note that the successful candidate will require the right to work in the UK – in your covering email, please confirm that you possess proof of right to work, as this will be required later on in the recruitment process.

Applications should be e-mailed to recruitment@thebritishacademy.ac.uk and must be received by **12pm (GMT), Monday 6 December 2021.**

Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at giuseppe@thebritishacademy.ac.uk.

We look forward to hearing from you.

Yours sincerely,

Vanessa Cuthill

**Director of Research
The British Academy**

Welcome to the British Academy

The British Academy is the UK's national body for the humanities and social sciences. Our purpose is to deepen understanding of people, societies and cultures, enabling everyone to learn, progress and prosper.

We have three principal roles:

A Fellowship of distinguished scholars from all areas of the humanities and social sciences, elected by their peers, that facilitates the exchange of knowledge and ideas and promotes the work of our subjects.

A Funding Body that supports the best ideas, individuals and intellectual resources in the humanities and social sciences, nationally and internationally.

A Forum for debate and engagement that stimulates public interest and deepens understanding, that enhances global leadership and policy making, and that acts as a voice for the humanities and social science

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society's greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.

Equality, Diversity & Inclusion statement

As a key part of our People Strategy, the British Academy is committed to creating a diverse and inclusive working environment, promoting equal opportunity, and addressing under-representation. We welcome applications from people of all backgrounds. We will make reasonable adjustments to support disabled job applicants and offer an interview to those meeting the minimum selection criteria.

You can find more information on the Academy's vision and current activities [here](#).

The International Team

The British Academy's international team promotes and supports international collaboration and mobility, develops and maintains links with sister academies, international organisations and other partners overseas, and leverages the expertise of Fellows and award-holders to further the Academy's reach, impact and influence internationally.

The current work programme includes a broad portfolio of topics such as: [Europe's Futures](#); [Conflict, Stability & Security](#); [Justice, Rights & Equality](#); [Urban Futures](#); and [Knowledge Frontiers](#).

The Academy's international programmes are multi-year endeavours which entail a wide array of activities: from providing research funding to talented individuals in the UK and overseas, to informing international policy and public debates, to using the Academy's convening power to showcase the value of international and interdisciplinary collaborations for addressing today's global challenges and ensuring that the UK maintains its place as a world-leader in the social sciences and humanities.

For further information about the International activities of the British Academy, see: <https://www.thebritishacademy.ac.uk/international>.

The Role

This is a key role in the Academy's International Team with substantial leadership and financial management and reporting responsibilities. This is an opportunity to gain unique exposure to an exciting breadth of international research, policy and practice delivering high quality outcomes for the benefit of the humanities and social sciences.

You will take a lead role in advancing the team's strategic planning working closely with the Head of International. You will be an excellent communicator with both internal and external stakeholders, who is comfortable managing a dynamic team with a wide range of differing international programmes and the significant financial and reporting responsibilities that come with those.

This opportunity is available as a one-year fixed term contract or a secondment whilst the current postholder is on maternity leave.

Job Description

JOB TITLE:	Deputy Head of International (Programmes) – 12-month Maternity Leave FTC
LOCATION:	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH / Home working (Hybrid Working Model in place)
REPORTS TO:	Head of International
STAFF SUPERVISED:	X3 International Programmes Manager
Purpose of the role	
OVERALL OBJECTIVE:	To take a leading role in delivering and managing high quality performance across the Academy's international programmes., ensuring that the Academy's extensive financial management and reporting requirements are met in full.
MAIN DUTIES:	<ul style="list-style-type: none">○ Working closely with the Head of International in the delivery of the Team's strategic goals and mitigating the risks faced in delivering the Academy's international programmes.○ To take a lead role ensuring excellent communication systems are in place to share information in an effective and timely manner across the team and with senior management.○ To take a lead role in advancing the Team's strategic planning and for the Team's financial management and reporting.○ To manage three International Programmes Managers, supporting their professional development.○ To be responsible for the operational management of the Academy's international funding programmes, and for ensuring that these are continuously improved in line with a strong understanding of relevant best practice and reporting requirements.○ To advise and support the Head of International, the Academy's senior management and Officers, Committees and personnel relating to the international dimension of the Academy's work.

	<ul style="list-style-type: none"> ○ To provide expert knowledge and advice about developments in the relevant external policy environment and recommend any changes for the Academy, procedures and systems, including systems of due diligence and award monitoring and reporting. ○ To advise, support and be responsible for cascading best practice in the International Team and more widely within the Academy where appropriate. ○ To oversee proactively the work of team members ensuring deadlines are met and high-quality outputs are delivered. ○ To oversee the work of the International Programme Managers on the production of regular and ad hoc programme reports, updates and financial analyses, seeking guidance as appropriate from the Head of International. ○ To oversee day-to-day compliance tasks (such as checking of and/or submission of financial returns). ○ To develop and maintain partnerships with external bodies acting as a central contact where required and represent the Academy at appropriate meetings and events. ○ To assist committees, steering and working groups to help deliver strategic projects. ○ To assist colleagues with and oversee where appropriate independent/external reviews of the Academy's international operations. ○ To work with the wider Academy and the other UK national academies where relevant on specific projects and initiatives, to ensure a joined-up approach. ○ To provide support for other Academy activities as requested from time to time.
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Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate experience in relation to the essential criteria.**

Criteria marked with a (*) will be assessed at the application stage.

POST:	Deputy Head of International (Programmes)
DIRECTORATE:	Research
Experience & Qualifications	<ul style="list-style-type: none">○ Undergraduate degree or equivalent qualification, ideally in a humanities or social sciences discipline*○ Experience of managing multiple staff in an office and remote working setting*○ Significant financial management experience, including interpreting and reporting on financial data*○ Experience with ODA programmes (<i>desirable</i>)*○ Experience of working in an internationally focussed role within a policy or research management function (<i>desirable</i>)*○ Experience of working within and contributing to a team*○ Track record of planning, managing and delivering successful programmes/projects*○ Experience of meeting with and reporting to senior representatives of funders and other external partners*
Knowledge	<ul style="list-style-type: none">○ Knowledge of UK and international higher education and research environment*○ Demonstrated knowledge of UK higher education system○ Understanding of the ODA research landscape
Skills	<ul style="list-style-type: none">○ Excellent communications skills, both written and verbal*○ Highly organised with excellent time management skills

	<ul style="list-style-type: none"> ○ Excellent interpersonal skills, able to communicate effectively with people at all levels and offer appropriate advice ○ Experience of working independently with excellent attention to detail ○ Flexible, pragmatic and a problem solver ○ Demonstrable ability to lead a high performing team ○ Ability to perform effectively under pressure, accurately and with attention to detail, often balancing competing priorities ○ High level of literacy, numeracy and IT skills ○ Strong analytical and problem-solving skills ○ Diplomatic and tactful, cognisant of different cultural contexts
Personal style and Behaviours	<ul style="list-style-type: none"> ○ Confident, enthusiastic, pro-active open-minded attitude to work ○ Professional and confident approach when dealing with a variety of people ○ Maintains, demonstrates, and expects high levels of honesty and integrity ○ Responsive, flexible, and willing to work across a range of tasks within changing priorities ○ Positive attitude to challenges and co-operation with colleagues ○ Personal commitment to the values, vision and objectives of the organisation ○ Support for the British Academy's organisational values (collaboration, creativity, empathy, excellence, integrity, resilience and respect)
Other Requirements	<ul style="list-style-type: none"> ○ Commitment to high quality service and efficiency in all aspects of the organisation's operations ○ Demonstrates commitment to the equality, diversity and inclusivity ○ Willing to travel on British Academy business, both within UK and overseas ○ Able to be flexible about working location and hours, on occasion

Terms and Conditions of Employment

Please note that these terms and conditions are for **information purposes only**.

Position

Deputy Head of International (Programmes) – 12-month Maternity Leave Fixed Term Contract

Location

[10-11 Carlton House Terrace](#)
[London](#)
[SW1Y 5AH](#)

Remuneration

£42,300 per annum

Hours of work

9am to 5pm - Monday to Friday

Annual Leave

34 days (not including 8 bank holidays)

Our benefits package includes:

- a defined benefit pension scheme
- interest-free season ticket loans
- interest-free bicycle loans
- a stunning, Grade I listed building
- 34 days of annual leave, not including bank holidays
- enhanced employee policies
- flexible working and core hours policies
- annual pay and merit awards
- social activities
- hybrid working

Key Dates

Closing date for completed application	12pm Monday, 6 December 2021
Shortlisted candidates to be informed	Monday, 13 December 2021
Interviews to take place	Friday, 17 December 2021