



Job Description and Person Specification

Post	Professor in Digital Humanities (Education and Research)
College	College of Humanities
Reporting to	Pro-Vice Chancellor, College of Humanities

Summary of post

This post will provide leadership in research and teaching activities in the area of Digital Humanities. The post-holder will be an innovative researcher and a leading international figure with a proven record and ongoing programme of research, including publications both internationally recognized and of global significance, and externally-funded projects.

The post-holder will be based at our Streatham campus in one of the following disciplines: Archaeology, Art History and Visual Culture, Classics and Ancient History, Drama, English, Film Studies, History, Modern Languages and Theology and Religion.

Main duties

Research

1. Contribute to the development and implementation of the College research strategy.
2. Provide leadership in the development and delivery of the research objectives of the College's strategy for Digital Humanities.
3. Provide leadership in the planning and implementation of research projects which build on and extend the excellence of the College's capacity in Digital Humanities.
4. Provide leadership in the innovation of research techniques and tools in Digital Humanities.
5. Propagate national and international partnerships and other modes of external collaboration which build on and extend the College's capacity in Digital Humanities
6. Generate opportunities for consultancy and related commercial opportunities relating to the College's capacity in Digital Humanities.
7. Provide leadership in the positioning of the College in national and international constituencies in Digital Humanities.
8. Publish research outputs of the appropriate quality or otherwise disseminate outcomes in media appropriate to the discipline.
9. Plan and implement research projects which advance the research, income and Impact objectives of the College.
10. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

Teaching

1. Provide leadership in the integration of the tools and techniques of Digital Humanities in the College's education and training provision at all levels.
2. Champion Digital Humanities in the home discipline.
3. Deliver undergraduate and postgraduate modules to appropriate standards.
4. Assume a leading role in the development and management of programmes.
5. Attract and recruit students onto programmes at all levels.

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 Digital Humanities 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. Take a lead role in managing the digital humanities facilities, supported by key professional services staff.
8. Appraise and advise staff on personal and career development plans and mentor research activity within Digital Humanities.
9. Provide leadership for the College's Digital Humanities Strategy Group.
10. Develop and communicate a clear vision of the strategic direction of Digital Humanities.
11. Promote a collegiate approach and develop team spirit and team coherence.
12. Foster inter-disciplinary team working.
13. Determine the allocation of resources within own area of responsibility.
14. Take overall responsibility for the organising and deployment of resources within own areas of responsibility.

Expertise

1. Be a leading international figure in the field of Digital Humanities.
2. Possess in-depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Pro-Vice-Chancellor and Executive Dean Professor Andrew Thorpe, telephone (01392 724396) or email a.j.thorpe@exeter.ac.uk.

Additional Information Relating to the Post

Salary

Competitive salary dependent on knowledge, skills and experience.

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.

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>.

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 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 airfares 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 **27th April 2017**. We expect to hold interviews in Exeter on **a date to be confirmed soon after shortlisting**.

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.