

Job title	Director of Academic Programmes
Division	Humanities
Department	Rothermere American Institute
Location	1a South Parks Road, Oxford, OX1 3UB
Grade and salary	Grade 9: £52,815 - £61,198 per annum
Hours	Full time
Contract type	Fixed-term for three years starting 1 September 2024
Reporting to	Director of the Rothermere American Institute
Additional information	The closing date for applications is 12.00 noon on Friday 16 February 2024. Shortlisting is expected to take place week ending 23 February and interviews held week ending 8 March.
Vacancy reference	170445

The role

This is an exciting opportunity to develop the RAI's academic programming during the Oxford academic year as well as to lead a new month-long summer school for US undergraduates which we will run in partnership with the Kinder Institute at the University of Missouri. Over the full academic year, the responsibilities of the post will be split 50:50 between the summer school and other RAI leadership roles.

This is a wide-ranging role demanding a capacity for strategic thinking and excellent organisational and communication skills. We are looking for a dynamic and imaginative individual with an academic specialism in US history and a record of effective teaching and administration.

The Director of Academic Programmes will be responsible for running the RAI's programme of public lectures and events. They will deputise for the RAI Director when needed, chairing events, welcoming visitors, and representing the Institute. They will develop strong working relationships across the University and with the RAI's external stakeholders, including donors, other research institutes, funding bodies, and scholars in the UK and abroad. They will support the Director in providing strategic direction and management of the Institute and work closely with our small but highly effective professional services team.

They will also be the Oxford leader of the new RAI-Kinder Summer School, which we will launch in July 2025. The Summer School will be accredited by the University of Missouri and will offer a month-long, intensive programme aimed, in the first instance, at high achieving students from Missouri's Kinder Institute. In the mornings, students will study a core class, likely focusing on



Athena
Swan
Silver Award



Race
Equality
Charter
Bronze Award



seventeenth-century British history. In the afternoons, they will choose another module (to be determined in consultation with the Kinder Institute) as a secondary class. The postholder will need to be fully engaged for the full four weeks, including attending dinners, organising field trips, taking ultimate responsibility for the academic life and welfare of the enrolled students. We are currently envisaging a summer school with a total of 20 students from Missouri and a further 20 from other universities.

Responsibilities

Academic programming during the Oxford academic year	<ul style="list-style-type: none"> • Sustain and develop an innovative, creative and world-leading programme of lectures and other academic events.
Leading the RAI-Kinder Summer School	<ul style="list-style-type: none"> • Work collaboratively and closely with the Kinder Institute team in Columbia, Missouri. • Organise the teaching programme for the Summer School, hiring teachers as necessary. • Teach one of the modules. • Be responsible for student group excursions and walking trips, as well as regular formal dinners in Hall, for which attendance is required. • Book teaching facilities, accommodation and meals in Oxford. • Field enquiries from students, including before the summer school begins. • Manage junior deans and oversee pastoral care for students. • Remain on-site for the entirety of the programme.
Representing the RAI externally	<ul style="list-style-type: none"> • Represent the Institute as required, including welcoming visitors, hosting events, and reporting to the RAI Board of Management. • Welcome and support academic visitors (such as Fellows-in-Residence and Visiting Professors). • Take responsibility for the academic experience of Fellows-in-Residence, for example by running the regular Fellows' Forum (informal seminars). • Liaise, as needed, with stakeholders, including donors, the RAI Advisory Board, the Rothermere Foundation, and the Humanities Division. • Maintain relations with partner institutions outside Oxford, especially the Kinder Institute.
RAI management	<ul style="list-style-type: none"> • Work with the Institute Manager and the Director in ensuring the efficient running of the Institute • Serve on the RAI Board of Management reporting on items within the remit of the role and presenting items on behalf of the Director when necessary • Contribute generally to the strategic direction and day-to-day running of the Institute, including by contributing fully to the weekly team meeting. • Deputise for the Director as necessary. •
General	<ul style="list-style-type: none"> • Serve as an ambassador for the work and aims of the RAI. • Participate as fully as possible in the life of the Institute. • Any other duties that are within the spirit and scope of the role as reasonably required by the Director.

Selection criteria

Essential

- Enthusiasm for the work of the RAI and a clear vision for how the Institute can succeed.
- A PhD in a relevant subject area.
- Excellent attention to detail and the ability to deliver complex projects.
- Demonstrated ability to conceive, develop and deliver a programme of small- and large-scale events.
- Excellent interpersonal skills, including diplomacy and the ability to inspire the confidence of junior and senior colleagues.
- A self-directed strategic thinker with the capacity to problem-solve, take initiative, set priorities, and exercise good judgment in an organised and professional manner.
- Familiarity with relevant academic networks or the ability to develop those links.
- First rate organisation skills and the ability to work collaboratively.
- Excellent written and oral communication skills.
- An outstanding track record as a teacher at undergraduate level.

Desirable

- Experience of data management and reporting.
- Experience of working in an educational setting.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise. Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the

Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: <http://www.humanities.ox.ac.uk/>

Rothermere American Institute

The RAI is Oxford's centre for the study of the United States and its place in the world.

At our official opening on Friday 25 May 2001, President Bill Clinton posed these questions:

"Where has America come from and where does it find itself? What *is* it doing and what *ought* it to do in the world?" Today, these questions remain at the heart of the RAI's mission.

Our mission is twofold:

- We support the world-leading scholarship in this field being undertaken at Oxford;
- and we communicate that research to a wider public.

Every year, we host more than 100 seminars, workshops, conferences and lectures which attract leading scholars, students, policymakers and public figures from across the world. Recent public events with large audiences have included discussions with Michael Chabon, Joy Harjo, Richard Blackett, Elizabeth Cobbs, Tamson Pietsch, and Iwan Morgan, along with a joint conference with the NYU Brademas Center to discuss an inside look at American politics. In addition, we host regular events for our community members, like a weekly coffee morning and a twice-termly women's lunch to foster support networks and a sense of belonging at the RAI. We also have a podcast series, *The Last Best Hope?*, which regularly sits in the UK top 50 podcasts and has recently featured discussions with historians including Elizabeth Varon, Nick Witham, Dan Jackson and Sam Haselby.

We host around a dozen visiting fellows each academic year. We support two Junior Research Fellows (early career academics) and each year welcome two distinguished visiting professors, the Harmsworth Professor of American History and the John G. Winant Professor of American Government.

The RAI community includes a large number of graduate students working in the fields of History, Politics, Literature, Art History and related disciplines. It also includes early career researchers, retired colleagues and around twenty of Oxford's Faculty members who work on problems related to America and its place in the world. We collaborate wherever possible with other research institutes in the University.

We are housed in a beautiful award-winning building in the centre of Oxford. At the heart of our building is the magnificent Vere Harmsworth Library, which offers the strongest collection in US history in Europe, including a wide range of digital resources. We work closely with the VHL Librarian, currently Bethan Davies, to ensure that the aims and activities of our two institutions reinforce each other.

The RAI is largely dependent upon the generosity of individual benefactors, trusts and foundations - all of whom share the RAI's commitment to world-class research on the US.

The current RAI Director is the Edward Orsborn Professor of US Politics and Political History, Adam Smith. The RAI has a small but dedicated staff including a full-time Manager, Katy Long, a full-time Academic Programme and Events Assistant, Hannah Greiving, and a part-time Administrative and Operations Assistant, Richard Purkiss.

For more information visit: www.rai.ox.ac.uk.

The Kinder Institute, University of Missouri

The mission of the Kinder Institute is to promote the study of the United States and constitutional democracy. This is a timeless mission, for all polities must create knowledge of where they have been so that subsequent generations can best choose where they shall go; but at a moment in which the very foundations of our political order are contested, it is also a timely mission. Our goal is to do our part to empower students through opportunities in and outside of the classroom so that they are best prepared to face the challenges of the future. The Kinder Institute seeks, in this, to regenerate U.S. constitutional democracy one student at a time.

Housed in the College of Arts & Science at Mizzou, the Kinder Institute is establishing itself as a leading center for the study of early American history and political thought, as well as their reverberations through time and, crucially, across borders. The Institute boasts world-class faculty and staff, half-a-dozen postdoctoral fellowships, and a visiting fellow program that brings internationally-renowned scholars to the University of Missouri. Important, too, are our external partnerships, particularly our transatlantic connections with Oxford's Rothermere American Institute and the Association of British American Nineteenth-Century Historians.

Of course, it's only by engaging with students that the impact of our faculty and our partnerships can be maximized. Included among the programs we've designed to make this possible are: a first-of-its-kind interdisciplinary B.A. in Constitutional Democracy; a one-year M.A. in Atlantic History and Politics, with a built-in month of study at Oxford; off-campus academic programs in Washington D.C., Cape Town, and the U.K.; and a fortnightly lecture series through which scholars from around the world come to the fourth floor of Jesse Hall to share their research with students, faculty, and members of our community.

For more information visit: <https://democracy.missouri.edu/>.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents **as PDF files** with your name and the document type (CV, supporting statement) in the filename.

All applications must be received by midday on Friday 16 February 2024.

Queries about the post should be directed to Professor Adam Smith, Director of the Rothermere American Institute (adam.smith@rai.ox.ac.uk).

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>.

Non-technical questions about this job should be addressed to the recruiting department directly hr@humanities.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See

<https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.