



Lecturer in Hispanic Studies (0.5FTE)

Reference number 001/12

Introduction

1. The Institute of Germanic & Romance Studies, School of Advanced Study, University of London (<http://igrs.sas.ac.uk/>) invites applications for a Lectureship in Hispanic studies.

The University of London and the School of Advanced Study

2. The University is a federation of separately incorporated, self-governing, directly-funded Colleges together with a range of central academic activities.
3. You will be employed within the central University – a separate legal body and employer from the colleges of the University, each of which is an employer in their own right.
4. The central University comprises the central academic activities, including the School of Advanced Study, a number of student and administrative services, and the central offices. Further information is available from our website at <http://www.london.ac.uk/structure.html>.
5. The School of Advanced Study at the University of London brings together 10 internationally-renowned research institutes to form the UK's national centre for the support of researchers and the promotion of research in the humanities and social sciences. The School also hosts a multidisciplinary centre, the Human Rights Consortium.
6. The School is the only institution in the UK that is nationally funded to promote and facilitate research in the humanities and social sciences and receives special funding for this purpose from the Higher Education Funding Council for England (HEFCE).

The School achieves its national mission by:

- Providing a research base for an international community of scholars;
 - Inspiring, developing, supporting and creating the conditions for research initiatives and networks;
 - Enhancing the dissemination of the research of others, and related activities, beyond what they or their institutions could achieve alone;
 - Providing specialist research training at Master's, doctoral and postdoctoral levels, locally, nationally and internationally;
 - Adding value to the work of researchers in the humanities and social sciences throughout the UK.
7. For more information about the School, please visit <http://www.sas.ac.uk>

The Institute of Germanic & Romance Studies

8. The IGRS was established in 2004 with the merger of the two Institutes of Germanic Studies and Romance Studies, founded in 1950 and 1989 respectively. It is one of the ten Institutes of the University of London's School of Advanced Study. Its purpose is to promote and facilitate the study of the cultures of German-speaking and Romance language countries across a range of disciplines in the humanities.
9. The Institute fosters and contributes to national and international collaborative, cross-disciplinary and cross-cultural research by means of seminars, lectures, workshops, colloquia, conferences, and a fellowship programme.

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10. The Germanic Studies Library, formerly the Library of the Institute of Germanic Studies, now part of the University of London Research Library Services (ULRLS) is devoted principally to German language and literature from their respective beginnings to the present day, and has substantial collections of books, journals, microfiches, theses and archives covering these fields. The Germanic Studies Library is now located on the fourth floor Senate House.
11. The IGRS offices are located on the second floor of Stewart House, at 32 Russell Square, between Senate House and the British Museum, where most of our activities are held. However, we also hold events in the newly-refurbished Senate House where you can also access the University Library.

The Post, Duties and Person Specification

12. A detailed description of the duties and responsibilities of the post is provided *on page 3 of this document* by the enclosed job specification, which includes a person specification detailing the key skills and personal qualities required of the postholder.

Terms and Conditions of Service

13. The appointment is part-time (0.5 FTE). It shall be made on a one-year fixed-term basis, starting as soon as possible, and may be filled by secondment.
14. The post is funded for one year initially, with the possibility of renewal for two subsequent years.
15. The post is for **17.5 hrs per week** and appointment will be made at an appropriate point on the **Level 08** scale for Lecturers, within the salary range **£19,498 - £23,074.50** per annum (pro-rata of £38,996 to £46,149), inclusive of London Weighting (£1,067, pro-rata of £2,134).
16. The appointment will be subject to the Terms and Conditions of Service for Academic Staff and other regulations relating to employment laid down in the Financial Regulations and elsewhere; these conditions and regulations may be amended from time to time. Further details of the prevailing Terms and Conditions of Service are given in the 'General Information for Applicants' included in this document and the Terms and Conditions of Service are also available in full from our website at <http://www.london.ac.uk/4238.html>.
17. Appointments may be terminated by not less than three months notice on either side where the notice is to take effect in the period 1 July to 30 September. In other cases, the period of notice required may be extended to up to six months so that the appointment is terminated on or after 1 July in any year if possible, save that the maximum period of notice required is six months on either side.
18. The appropriate occupational pension scheme is the Universities Superannuation Scheme – a final salary scheme. **If you are eligible to join the Universities Superannuation Scheme you will automatically be included in Salary Sacrifice for USS Pension (SSUP).** For more details on that provision please see the last page of our Terms and Conditions document (see paragraph 16).
19. The annual leave entitlement is six working weeks (30 working days) pro rata for part-time staff in addition to Holidays and such days as the Institute is closed for certain discretionary days at Christmas and Easter.

Method of Application

21. Please make your application online via the University of London vacancies page: <http://www.london.ac.uk/jobs> before the closing date on **Sunday, 22 January 2012**.
22. In order for your application to be considered, please submit the following:
 - **a letter of application**, stating how you meet the requirements of the post and addressing each of the elements of the job requirements/person specification;
 - **a full curriculum vitae**, including particulars of qualifications, employment history, management experience and current salary, and **the names and contact details of three referees who may be contacted immediately without further reference to you.**

Interviews

23. **It is expected that interviews will take place in the week commencing 30 January 2012.** Applicants are recommended to ensure their availability on that day and interview invitations will be issued with a short notice.

UNIVERSITY OF LONDON**JOB SPECIFICATION**

Present Grade:	Level 08 (AMP)	As At:	December 2011
Name of Incumbent:	VACANT	Established Post No:	TBC
Division:	School of Advanced Study	Section:	Institute of Germanic & Romance Studies

Job Title Lecturer (0.5) in Hispanic Studies

Job Summary To enhance and develop the Hispanic Studies side of IGRS activities.

Job Content	Percentage breakdown of time spent on each duty or on a related group of duties	%
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The principal role of this post is to develop IGRS networks and events on the Hispanic side of its activities:

1. Running or overseeing events in the Hispanic field;
2. Editing volumes in the IGRS books series in Hispanic studies, and representing Hispanic studies on the IGRS books editorial committee;
3. Playing an editorial role on the *Journal of Romance Studies*;
4. Assisting the Director in developing contacts with Embassies and Cultural Institutes;
5. National and international networking in the Hispanic field;
6. Making a significant contribution to the delivery of research training and electronic resources;
7. Making external grant applications;
8. Supervising (or co-supervising) postgraduate students;
9. Carrying out research and contributing to the research facilitation role of the Institute;
10. Engaging in administrative work as necessary.
11. Any other duties consistent with both the grade and scope of the post.
12. Any other duties reasonably required of the postholder by the Director of the Institute of Germanic & Romance Studies following consultation.

JOB REQUIREMENTS / PERSON SPECIFICATION



<u>EXPERIENCE</u>		<u>Essential</u>	<u>Desirable</u>
Academic research in Hispanic Studies.		✓	
Interest in interdisciplinary work and/or in Film Studies.			✓
Editorial and publishing work.			✓
Running events and conferences.			✓
Research training.			✓
Supervising postgraduate students.			✓
Networking.			✓
<u>TECHNICAL KNOWLEDGE / SKILLS/ APTITUDE</u>		<u>Essential</u>	<u>Desirable</u>
High or native level of spoken and written English and Spanish.		✓	
Good IT skills.		✓	
<u>EDUCATION / PROFESSIONAL QUALIFICATION</u>		<u>Essential</u>	<u>Desirable</u>
A PhD that is completed, or near completion, in the field of Hispanic Studies.		✓	
<u>PERSONAL QUALITIES</u>		<u>Essential</u>	<u>Desirable</u>
Excellent communication skills.		✓	
The ability to work both independently and in a team.		✓	
REPORTING LINES	Reports To	Director of the Institute of Germanic & Romance Studies	
	Responsible for	None	
SPECIAL DEMANDS OF THE ROLE			
Need to attend outside normal office hours on occasion Need for flexible working subject to mutual agreement Need to travel in UK or overseas in relation to duties of the role			

COMPETENCY REQUIREMENTS

<u>Competencies</u>	<u>Essential</u>	<u>Desirable</u>
Proactivity and planning	C	
Working with others	C	D
Organisational commitment	B	C
Resilience	B	C
Adapting to change	B	
Problem solving and decision making	C	
Creativity and innovation	C	D
Academic community focus	C	D
Interpersonal understanding	C	D
Managing resources	A	B
Leadership	N/A	N/A
Performance Management	A	

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model enclosed in the Further Particulars document.

General Information for Applicants

- **Competencies:** The University's Competency Model can be found here: <http://www.london.ac.uk/4669.html>. 
- **Equal Opportunities:** We operate a robust policy, full details of which are available from <http://www.london.ac.uk/2584.html> or otherwise on request. A summary is given under 'Notes and Instructions for Your Application'.
- **Disability and Employment:** The University is committed to offering an interview to all applicants with a disability who evidently meet the minimum criteria for the vacancy. 
- **Superannuation:** The University operates final salary pension schemes – the Universities Superannuation Scheme (USS), applicable to staff in academic and related grades, and the Superannuation Arrangements of the University of London (SAUL) for other staff.
- **Annual Leave:** 6 weeks paid leave per annum for staff in Academic and related grades and 5 weeks paid leave per annum for staff in other grades.
- **Public and University Holidays:** The Central Offices are normally closed for six days a year in addition to Statutory Public Holidays; one day either side of Easter and the remainder between Christmas and New Year.
- **Sick Pay:** Staff are entitled to occupational sick pay in accordance with length of service.
- **Travel Loans:** Interest-free pay advances are available for staff to purchase annual season tickets (for tube and rail travel and certain privately-operated coach services, including annual fees for commuter parking) and towards the cost of a bicycle for use in their journey to work.
- **Training, Staff Development, and Wider Educational Opportunities:** Gaining educational and professional qualifications is a vital part of training and development. Staff undergo an annual development review and are offered appropriate advice and encouragement in their pursuit of relevant qualifications.

Staff Facilities

- The **Staff Association** promotes sporting and social activities and aims to represent the general interests of staff so far as their working activities are concerned. Membership is free and automatic unless specifically declined.
- Staff are currently able to make use of **ULU** (University of London Union) services and leisure facilities and have free access to the **Senate House Library** and **Courtauld Gallery**.
- The **Central Institutions Health Service** medical unit is available to staff.
- The **Empathy Employee Assistance and Therapy Helpline** is a free confidential 24-hour and 365 days a year service offering personal one-to-one counselling, on such matters as stress-related problems, work related problems, drug/alcohol dependency, medical problems, family/marriage issues, psychological problems, legal issues and financial issues.
- **Car Parking** permits and **Bicycle Lockers** are available on payment of a refundable deposit.

DATA PROTECTION STATEMENT

Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equality issues and, on appointment, personnel, payroll and pensions administration. In the case of unsuccessful applicants, manual information may be retained for a minimum of three months and a maximum of two years. Computerised data will be held for longer periods as necessary to provide for management reports in respect of equality matters.

On appointment, subject to the receipt of satisfactory references, the University may use any educational or employment details contained in or derived from your application to approach persons or organisations for any reference which may be required under the terms of our internal or insurance policies.

ACCURACY OF INFORMATION

The information that applicants provide to the University, both on any application documents and at interview, must be accurate and complete. If the University subsequently discovers that any information provided is inaccurate or incorrect then the University may withdraw an offer of appointment or, if the discovery is made subsequent to appointment, take disciplinary action up to and including dismissal.

YOUR APPLICATION

NOTE 1: PERSONAL AND CONTACT DETAILS

We may need to contact you in writing, by email or by phone. For your application to be successful, it is essential that we are able to make contact with you without undue difficulty at any stage of the application process. In particular, interviews may be arranged at relatively short notice and it is important that we can contact you quickly in order to maximise the possibility that you can attend.

NOTE 2: NATIONALITY AND WORK STATUS DETAIL

The University requires information of your right to reside and work in the UK to ensure that your application is suitable for consideration. There are restrictions on the type of work, hours per week and total duration of work which may be undertaken by individuals working in the UK under certain types of visa.

Immigration Status and Work Restrictions

There are no restrictions on the employment of British and / or European Economic Area nationals*** in the UK.

From 1 January 2007, the European Economic Area (EEA) comprises of: Austria, Belgium, Bulgaria***, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland*, Republic of Ireland, Italy, Latvia, Liechtenstein*, Lithuania, Luxembourg, Malta, The Netherlands, Norway*, Poland, Portugal, Romania***, Slovakia, Slovenia, Spain, Sweden, Switzerland** and the United Kingdom.

* These countries are in the EEA, but are not members of the European Union.

** An international treaty means that from 1 June 2002 Swiss nationals have a similar right to live in the UK as EEA nationals.

*** From 1 January 2007, Bulgaria and Romania joined the EEA. The UK is limiting access for low-skilled workers from these countries to its labour market, restricting them to existing quota based schemes which will fill vacancies in the agricultural and food processing sectors. Skilled workers will continue to be able to work in the UK if they get a work permit, qualify under the Highly Skilled Migrant Programme, are a student, or self employed.

If you are not a British/EEA national, there may be a restriction on your ability apply for / the University's ability to accept or to consider your application. For this reason, we ask that you detail whether you are / are not a British/EEA national and, if not, for details of any restrictions on your right to reside and work in the UK.

Those individuals who are not British/EEA nationals but nevertheless have permanent residency or indefinite leave to remain: your application will have the same status as that of a British/EEA national.

If you have the right to reside and work in the UK currently, but your leave to remain is not permanent or indefinite, or if there are restrictions on the work that you may undertake, please provide details in the space provided.

The details you supply should encompass the nature of your visa and its duration, e.g. indicate *Student to 30/06/11* or *Tier 1 General to 15/12/13*. The University may need to question you further about the restrictions on your stay and may defer or set aside your application in circumstances where it must consider applications from those applicants without restrictions on their stay.

Please note that you are required to give accurate information as to any existing restrictions on your right to reside and work in the UK, including but not limited to the expiry date of your right to reside and work in the UK, even if you expect these to be removed and/or amended. If you state that there are no restrictions and the University subsequently establishes that your rights to work are in fact restricted (e.g. there is an expiry date on your current visa), **the University may withdraw the employment offer with immediate effect or, if the discovery is made subsequent to employment the University may take disciplinary action against you up to and including dismissal**, on the grounds that:-

- ◆ You have breached our trust and confidence; and/or
- ◆ You have breached our equality provisions (in attempting to gain a false advantage over an equivalent candidate); and/or
- ◆ You have entered into a contract with us under false pretences; and/or
- ◆ Your contract of employment is illegal.

If you are not a British/EEA National and do not have an existing right to reside and work in the UK on either a permanent or limited basis, you should be aware that **it is a requirement that we first consider applicants with a current right to reside and work in the UK**. Consideration of your application may therefore be set aside until these candidates have been considered. In cases where there is no likelihood of success in our applying for a Work Permit on your behalf, your application will be set aside.

NOTE 3: REFERENCE DETAILS

The Reference Requirements

The University requires references for two purposes. The first is to satisfy a policy requirement that no employee be allowed to commence work without a minimum of two references satisfactory to the employer and that ideally, the decision to appoint should not be taken in the absence of references.

The second is to satisfy an insurance requirement applying to certain employments and requiring references covering the past three years of employment or education.

Initially the University seeks to satisfy its policy requirement by taking up a minimum of two references prior to interview and for this reason we require applicants to name a minimum of two referees with recent knowledge of their career and professional skills/work abilities. These referees must be contactable immediately without further reference to you.

It is not a requirement that you name your current employer for that purpose, though you may wish to name a suitable colleague/previous line manager for your current employment as an alternative. Please note that referees from personal / family friends are not acceptable and referees must be connected to your education providers or employers.

Take Up of References

Referees are most often contacted prior to interview by email or phone. Our requirement is often urgent and for this reason we ask that you research full address, fax, phone and email addresses for your referees. *We seek to ensure that we receive references in time for interview and applicants should be aware that referees are, therefore, advised of the date of the interview when references are taken up.*

If an offer of employment is made conditional upon receipt of the required references prior to your commencing work but, on the day before you are due to commence work, we do not have the required references, the employment may not be allowed to commence at that time. Your co-operation in ensuring that we can make swift and successful contact with your referees is therefore recommended.

NOTE 4: EQUAL OPPORTUNITIES MONITORING

The University aims to ensure that there is no unfair discrimination in the way we recruit. To help us monitor our recruitment process we need to gather information about the age, disability, gender and ethnic origin of our applicants. Participation in ethnic and disability monitoring is not compulsory however and will have no bearing on the consideration of your application.

Gender Monitoring

Please indicate your gender on the relevant section of the online application form. Pre and post-operative transsexuals are not required to select their gender at birth for this purpose and may if preferred select their gender following reassignment.

Ethnic Monitoring

Under the Race Relations (Amendment) Act 2000, the University has a general duty to promote race equality and good race relations, aim to eliminate unlawful racial discrimination, and promote equal opportunities and good relations between people of different racial groups.

As part of that duty we are required to monitor, by racial group, all employees and applicants for jobs. Please be assured that this information is acknowledged to be potentially sensitive and is regarded as personal and confidential. While the University shall analyse and, according to its statutory duty, regularly publish data on the ethnicity of its applicants and employees, this shall be done in such a way as not to identify the individual. Nevertheless, if you do not wish to participate in monitoring, please choose *Prefer Not to Say* from the drop down.

Disability Monitoring

The University collects data on the disability status of applicants and employees to monitor its performance against statutory and policy standards regarding unfair discrimination against disabled individuals and to ensure that all reasonable adjustments are made at interview.



The HR Division take a proactive role in ensuring that no disabled candidate is unreasonably rejected at interview. Information regarding a candidate's disability status is not released to the shortlisting panel prior to completion of shortlisting. The University is committed to offering an interview to any applicant with a disability who evidently meets the minimum criteria for that vacancy; minimum criteria are those indicated as essential. In order for us to be able to meet our commitment appropriately, disabled candidates are asked to ensure that their application clearly demonstrates where and how they meets/exceeds the minimum criteria.

The interview panel are advised of a candidate's disability at the first stage necessary prior to interview. The HR Division will advise the interview panel as to any reasonable adjustments required at interview and the interview panel may question the disabled candidate to assess their ability to undertake the role and what adjustments may be necessary.

To assist us in this process, you are asked to indicate whether you have or do not have a disability. If you are disabled, you are asked to complete the question to describe your disability.