



**UNIVERSITY  
OF LONDON**

# **POSTDOCTORAL FELLOW IN MODERN LANGUAGES- ROMANCE LANGUAGES**



**INSTITUTE OF  
MODERN  
LANGUAGES  
RESEARCH**

**SCHOOL OF  
ADVANCED STUDY  
UNIVERSITY  
OF LONDON**

## **RECRUITMENT PACK**

## Introduction

The Institute of Modern Languages Research is seeking a postdoctoral fellow (full-time fixed-term until July 2017) to survey the holdings on Modern Languages (Romance languages: French, Spanish, Portuguese, Italian, Catalan and others) in Senate House Library and the libraries of primarily the Institute of Historical Research, the Institute of Advanced Legal Studies and the Institute of Commonwealth Studies, with the aim of producing an online presence for these collections and identifying resources for digitisation. The appointee would be expected to promote the collections to researchers in Modern Languages and cognate disciplines and to other stakeholders.

## The University of London and the School of Advanced Study (SAS)

The University is a federation of separately incorporated, self-governing, directly-funded Colleges together with a range of central academic activities.

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.

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>.

The School of Advanced Study brings together the specialised scholarship and resources of ten prestigious postgraduate research institutes to offer academic opportunities across and between a wide range of subject fields in the humanities and social sciences. For more information about SAS, please visit [www.sas.ac.uk](http://www.sas.ac.uk).

## The Institute of Modern Languages Research (IMLR)

The IMLR, established in 2004 with the merger of the Institute of Germanic Studies and the Institute of Romance Studies, is committed to initiating, facilitating and promoting dialogue and research for the Modern Languages community nationally and internationally. It encourages cutting-edge interdisciplinary research and is supported by its research Centres for Cultural Memory, Contemporary Women's Writing, German and Austrian Exile Studies, Quebec Studies and Bloch Centre.

The IMLR's strengths are in the fields of Germanic, French, Hispanic, Portuguese and Italian studies. It organises and hosts research and public engagement events, primarily national and international conferences, workshops and networks, offers visiting fellowships and publication opportunities and has a dedicated programme of research training.

## The Post, Duties and Person Specification

- 1 A detailed description of the duties and responsibilities of the post is provided by the additional job specification, which includes a person specification detailing the key skills and personal qualities required of the postholder.

### **Terms and Conditions of Service**

- 2 The appointment will be made at an appropriate point on the **Level 07** scale for Academic Research and Teaching Research Scales, currently at **£34,030 per annum inclusive of London Weighting**.
- 3 The post is full-time (1 FTE) and the normal hours of work are 35 per week.
- 4 This post is available on a fixed-term basis of 5 months in the first instance.
- 5 The appropriate occupational pension scheme is the Universities Superannuation 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 11).
- 6 The annual leave entitlement per FTE is six working weeks (30 working days) in addition to Public Holidays and such days as the central University offices are closed for certain discretionary days at Christmas and Easter.
- 7 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>.

### **Method of Application**

- 8 Please make your application online via the University of London vacancies page: <http://www.london.ac.uk/jobs> before the closing date at **midnight on Tuesday 31 January 2017**.
- 9 Please ensure you follow the guidance below when submitting your CV and covering letter:
  - In your covering letter, **you should indicate how you meet the criteria specified in the job description**.
  - Please ensure that you **provide details only of those referees with whom you have no objection to our making immediate contact**.
- 10 **Interviews are scheduled to take place in the week commencing 13 February 2017** and applicants are recommended to ensure their availability during that period.

**January 2017**



<b>Level:</b>	Level 07 (ART)	<b>As At:</b>	January 2017
		<b>Established Post No:</b>	New post
		<b>Fixed term:</b>	5 months
<b>Division</b>	Institute of Modern Languages Research School of Advanced Study	<b>Section:</b>	Academic (Research)

<b>Job Title</b>	<b>Postdoctoral Fellow in Modern Languages (Romance languages)</b>
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<b>Job Summary</b>	The Institute of Modern Languages Research is seeking a postdoctoral fellow (full-time fixed-term until July 2017) to survey the holdings on Modern Languages (Romance languages: French, Spanish, Portuguese, Italian, Catalan and others) in Senate House Library and the libraries of primarily the Institute of Historical Research, the Institute of Advanced Legal Studies and the Institute of Commonwealth Studies, with the aim of producing an online presence for these collections and identifying resources for digitisation. The appointee would be expected to promote the collections to researchers in Modern Languages and cognate disciplines and to other stakeholders.
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<b>Job Content</b>
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***Library Collections***

- 1 To scope and analyse the Modern Languages (Romance Languages) collections in the School of Advanced Study Institute libraries and in Senate House Library for coverage and strengths, in close collaboration with the subject librarians of the Institutes and Senate House Library (SHL).
- 2 In collaboration with IMLR academic staff, to promote awareness of these collections to researchers and scholars in Modern Languages and cognate disciplines.

***Digital Resources***

- 3 To promote the provision and scholarly use of the Modern Languages-Romance Languages collections in the School of Advanced Study and Senate House Library.
- 4 To scope existing digital resources and digitised materials relevant for Modern Languages-Romance Languages and identify gaps and weakness with potential for further development.
- 5 To develop a digital platform to promote and facilitate access to the collections, ideally integrated with the Senate House Library catalogue, in collaboration with Institute and SHL staff.

***Networks and Outreach***

- 6 To engage with networks, subject associations and research groups in Modern Languages to determine their requirements and research interests.



<b>7</b>	To organise a public event to promote these collections in the School of Advanced Study.
<b>Other</b>	
<b>8</b>	Any other duties consistent with the grade and scope of the post. Any other duties reasonably required of the postholder by the Director of IMLR following consultation.
<b>9</b>	To participate fully in the research life and the intellectual culture of the Institutes and the School, by participating in the Institutes' conferences and seminars.
<b>10</b>	To prepare, in a timely fashion, reports and other information for inclusion in the annual reports or websites of the IMLR and the School of Advanced Study, as requested.
<b>Reporting Lines</b>	
Reports to (Job Title): Director of IMLR	
Responsible for (No of staff in each grade): None	
<b>SPECIAL DEMANDS OF THE ROLE</b>	
Occasional work outside normal office hours may be required.	
Occasional work off-site may be required.	

<b>JOB REQUIREMENTS / PERSON SPECIFICATION</b>		
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>
Experience of working in an academic environment related to Modern Languages (Romance Languages)	√	
Significant experience in the use of library resources, including digital resources.	√	
An understanding of library collection management.		√
Experience of writing and editing learning and promotional material and writing for the web and social media.	√	
Experience of engaging in scholarly networks and collaborative activities	√	
Some knowledge and experience of website design and content management including knowledge of relevant standards.		√
<u>TECHNICAL KNOWLEDGE / SKILLS/ APTITUDE</u>	<u>Essential</u>	<u>Desirable</u>
Native or near-native competency in English.	√	
Native or near-native competency in a modern language (French, Spanish, Portuguese, Italian) other than English.	√	
Good general IT knowledge, including the Microsoft Office suite	√	



Demonstrably excellent written and verbal communication skills to suit a range of audiences.	√	
Well-developed academic writing and editing skills.	√	
Experiencing of social media, writing, publishing and/or editing posts for publication on online media and blogs; good design skills.	√	
Superior organisational skills to plan a programme and schedule of work to complete complex tasks with multiple contributors to set deadlines.	√	
Experience of impact, knowledge exchange and public engagement activities.	√	
Aptitude in creative thinking to identify innovative approaches to engagement with the Modern Languages community and novel methods of realising these initiatives.	√	
In-depth knowledge of Modern Languages research communities and current research interests.	√	
Some knowledge of digitisation procedures and protocols.	√	
An awareness of Modern Languages collections in the UK and relevant online resources.	√	
<b><u>EDUCATION / PROFESSIONAL QUALIFICATION</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
A PhD from a recognised university in Modern Languages (Romance languages) or cognate discipline, awarded or award imminent (post-viva).	√	
A good first degree in Modern Languages or similar.	√	
Knowledge and understanding of library information science or equivalent experience.		√
<b><u>PERSONAL QUALITIES</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
The ability to work independently to initiate and complete specific projects within a set deadline.	√	
Willingness and ability to collaborate with others on research and to participate in research networks.	√	
High level of interpersonal and communication skills.	√	
Capacity to enthuse and motivate	√	
Good time management skills	√	
Ability to create and develop networks across scholarly communities and stakeholders.	√	



Ability to work collaboratively with academic and professional services staff.	√	
Ability to set priorities in order to manage a demanding workload.	√	

### COMPETENCY REQUIREMENTS

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

Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.

For further information on each of the competencies and relevant levels, please refer to the University's Competency Model <http://www.london.ac.uk/5258>

