

## Director of the British School at Athens – Further Particulars

### THE SCHOOL

The British School at Athens is an educational not-for-profit charity founded in 1886, and one of seventeen such foreign institutions in Athens. From its earliest years it has been engaged in study of all aspects of the Hellenic world, from prehistoric times through the Classical, Hellenistic, Roman, Byzantine and Ottoman periods to the present. It now forms part of the British Academy's network of Sponsored Institutes and Societies (BASIS), which sustains and supports British research overseas. The School exists to promote research of international excellence in all disciplines pertaining to Greek lands, and in all periods to modern times. The School does this through:

- a programme of research undertaken independently or in collaboration with UK-based and other overseas institutions
- an academic programme of seminars, lectures, and conferences
- its internationally renowned library
- the work of the Fitch Laboratory in science-based archaeological research across the Mediterranean
- supporting the work of individual researchers from the UK and elsewhere, including applications for study and fieldwork permits, advice on the development of research programmes, accommodation and facilities in Athens and Knossos, and provision of online services
- making their work known through the publication of its journals and monograph series
- promoting the use of its archival, laboratory, and museum collections by the scholarly community worldwide
- providing funding (including studentships and visiting fellowships) for research in Greece, and for Greek researchers to visit the UK
- providing internships and training courses for undergraduates, postgraduates, and schoolteachers

The School's *Annual Report 2012-2013*, *Corporate Plan* and *Strategic Plan for Research 2011-2015* are posted on [www.bsa.ac.uk](http://www.bsa.ac.uk), where its governance arrangements may also be accessed.

### Size and Scope

The School is an institute for advanced research and a registered UK charity (no. 208673). It maintains a world class library, archive, laboratory for archaeological science, hostel and offices in Athens; a smaller hostel, library and museum for

study purposes in Knossos; and an office in London. It has five full-time academic staff (including the Director and the Assistant Director, Dr Chryssanthi Papadopoulou), two research fellows, four full-time and one part-time administrative/secretarial staff, an IT officer, three full-time library/archival staff, a part-time technician and five full-time and two part-time domestic staff ([http://kleio:10080/doc\\_store/FrontOffice/FRO2014\\_25.pdf](http://kleio:10080/doc_store/FrontOffice/FRO2014_25.pdf)). The academic staff, the research fellows, the IT Officer, and the Archivist are all actively engaged in research, and all staff are actively encouraged to undertake professional development. In addition, the School is supported by research-active non-executive staff in the UK, in particular the Chairman of Council (Professor Malcolm Schofield) and the Honorary Treasurer (Dr Carol Bell), as well as a part-time London secretary. It offers two full studentships and several smaller bursaries for scholars every year. The School has 687 subscribers in all categories, and over 170 members, i.e. established and post-graduate scholars or scientists who use its facilities for study purposes every year. In addition around 1,300 researchers, who are not members, are given rights to use the library each year. It is supported by a Friends organisation, which engages in a range of activities involving the wider public in the work of the School in both Greece and Britain, through lectures, excursions, and other activities, and whose fund-raising efforts have helped the School in various ways, including notably the expansion and resourcing of the Library. The School is financed by a grant from the British Academy, donations and legacies, and annual subscription fees, with an annual turnover in the region of £1.5m. Active fund-raising activity is necessary for the operation of individual projects.

### **Infrastructure and Facilities**

The School's principal research infrastructure consists of its *Library*, its *Museum*, its *Fitch Laboratory* and its facilities at *Knossos*.

The *Library* in Athens contains over 70,000 monographs, 1,300 periodical titles and 2,000 maps, and has space for 50 readers. It is staffed by two full-time librarians (Mrs Penny Wilson-Zarganis and Ms Sandra Pepelasis) with the help of a student library assistant. Members have 24-hour access. While providing a broad, research-level coverage of Greek archaeology of all periods, it specialises in the fields of Aegean prehistory, ancient art and epigraphy, and Byzantine and modern Greek studies; it also houses historical collections (such as George Finlay's library) and a particularly good collection of Greek and Balkan journals. Its collections are complemented by those of the other foreign schools and institutes in Athens with whom we have reciprocal arrangements giving access to a unique collection of more than 450,000 titles on Hellenic Studies. We have particularly strong links with the neighbouring Blegen and Gennadius libraries of the American School, with whom we share a common online library catalogue (AMBROSIA, **American British Online Search in Athens**).

The School's *Archive* (Archivist Ms Amalia Kakissis) contains records of the School's field projects going back to 1886; material from the Byzantine Research Fund, ca 1895-1936 (ca. 6,500 unique plans, drawings and photographs of Byzantine architecture - some of buildings now destroyed); the George Finlay papers, including journals from the Greek War of Independence; travel notebooks (Gell, Stuart); personal papers of leading Hellenists (e.g. John Pendlebury); the Noel Baker family papers; ethnographic records and a large

collection of glass negatives. The archivist is responsible for public access to the collection, and has secured outside funding in support of projects to conserve, electronically catalogue and digitise images from selected collections.

The *Marc and Ismene Fitch Laboratory of Archaeological Science*, founded in 1974, was the first of its kind in Greece. It specialises principally in the analysis of inorganic materials (mainly pottery, as well as metals, wall paintings, glass) and in geophysical prospection, specialisms which are complementary to the neighbouring Wiener Laboratory of the American School of Classical Studies in Athens. It maintains facilities for petrological analysis of pottery (facilities for thin section preparation and 2 research polarising microscopes coupled with digital photography system) and a WD-XRF instrument for chemical analysis. It houses comparative collections of over 10,000 archaeological samples and over 3,000 geological samples. For the needs of geophysical prospection it has a magnetometer and a resistivity meter. It also maintains a reference collection of animal bones and seeds with ample space for strewing archaeological material, and is able to offer annually a bursary on bioarchaeology and a senior visiting fellowship. It is staffed by its Director (Dr Evangelia Kiriatzis), a senior research officer (Dr Noémi Müller), a full-time administrator, and a part-time thin-section technician. Currently the laboratory also hosts a research fellow and project-related research assistants. The Fitch plays a full part in the School's postgraduate teaching activities, currently staging an annual short course on ceramic petrology.

*Knossos* has been a highly productive centre of research for the British School at Athens since 1900, when Sir Arthur Evans and David Hogarth, then School Director, began systematic excavations there. It remains a powerhouse of research, both in the field and in the study of excavated material, under the aegis of the BSA. The *Knossos Research Centre* is focused upon the Stratigraphical Museum (a study centre and finds archive for all British fieldwork at Knossos since the time of Evans, and for several other School projects focused elsewhere in Crete) and has a self-catering hostel (the Taverna) and library, open year-round. Its Library has a good collection of books and offprints (especially about Crete), and full access to e-resources via AMBROSIA. The Library is also used by local researchers, members of the Archaeological Service, the University of Crete, and other institutions. The Taverna, which has 10 beds, serves principally as a base for those studying in the Stratigraphical Museum or the Herakleion Museum. Knossos is fully integrated into the School's IT network. There is a resident Curator (Dr Matthew Haysom) and a small domestic staff.

In addition, the School's administrative and academic staff (principally the Administrator, Mrs Tania Gerousi) makes use of the School's wide-ranging connections to help individual scholars with permit applications.

The research infrastructure is underpinned by the IT network, maintained by the IT Officer (Dr Jean-Sébastien Gros). His role includes both the integration of IT into research strategies and outcomes, and the development of web-based digital resources for researchers and the wider community.

### **Dissemination and Publication of Research**

The BSA maintains a policy of publishing the results of its own research, particularly in the fields of archaeology, epigraphy and history. The School's

*Annual* (running since 1895 and now published by CUP) is devoted to publishing the work of the School, which comprises articles written by its officers and other members, the work of the Fitch, and preliminary reports on fieldwork. The School also compiles an annual account of archaeological fieldwork in Greece, *Archaeology in Greece*, which is published online (*chronique.efa.gr*, in collaboration with the École française d'Athènes) and in a print digest in collaboration with the Society for the Promotion of Hellenic Studies as part of *Archaeological Reports*. Major research sponsored by the School is published in its two publication series, *British School at Athens Studies in Greek Antiquity* (with CUP) and *British School at Athens Modern Greek and Byzantine Studies* (with Ashgate). In addition, it publishes an in-house series of *Supplementary Volumes* which are principally (but not exclusively) final reports on major archaeological fieldwork projects. The School recognises its role in conserving and facilitating access to the archives (in all media) produced by major excavations, surveys or other studies. To this end we are active in cataloguing and digitizing our archive, and in making it available via the School website.

## **THE DIRECTOR**

### **The post**

The post is full-time and residential. Subject to contract, the expectation is that in the normal course of events the Director would serve a term of at least five years. The Directorship may be held on secondment from a UK University or similar institution.

### **Role and duties**

The role and principal duties of the Director are set out in the School's Statutes, as follows:

34. The Director is the principal executive officer and principal accounting officer of the School, and is in charge of the School in Greece. The Upper House shall be the Director's residence during his/her term of office. The Director may absent himself/herself from Greece for short periods for research or School business, and in addition is entitled to annual leave.
35. The Director reports to the Council.
36. The Director's duties and responsibilities shall be:
  - i) to advise the Council and its delegated bodies on the strategy of the School, and to implement the strategy approved by the Council;
  - ii) to recommend to the Council and its delegated bodies plans and policies, and to implement the plans and policies approved by the Council;
  - iii) to advise the Hon. Treasurer on the budget and other financial matters, and to implement in Greece the budget approved by Council;

- iv) to represent the School in all its relations with the Greek State, Greek entities of public law, and third parties as appropriate; and to ensure that the School respects Greek law and regulation in its activities;
- v) to develop and foster the academic life of the School, and to maintain academic standards;
- vi) to report regularly to the Council on the School's activities, including the academic life of the School, the library, premises and finances, and all other matters affecting the interests of the School;
- vii) to appoint domestic staff in Greece and participate in the appointments made by Council;
- viii) to ensure and oversee the appraisal of all School staff;
- ix) to advise Council on appointments of Officers of the School; or to make such appointments when delegated the authority to do so by Council;
- x) to admit suitably qualified persons to the Library as Readers;
- xi) to conduct his or her own programme of research;
- xii) to appoint when absent from Greece the Assistant Director, the Fitch Laboratory Director, the Knossos Curator or other person approved by the Chairman to be in charge of the School. When absent from Athens, yet within Greece, the Director may exercise his/her discretion to appoint one of these persons in that capacity.
- xiii) such other duties as may be appropriate to further or represent the interests of the School, such as holding office in the Friends of the British School.

37. The Director as the principal executive officer and principal accounting officer of the School shall represent same in all its relations with the Greek State, Greek Entities of Public law, the Greek archaeological authorities and any third parties whatsoever.

The Director is empowered, in his/her capacity as representative of the School, to purchase in its name and on its behalf immovables situated in Greece, to transfer such immovables to the Greek State as required by the appropriate legislation, and also to accept in the School's name and on its behalf the donation to same of any immovables situated in Greece. More specifically, to sign before any Greek Notary Public the Deed of Purchase or of Sale or the Deed of Acceptance of the Donation, as the case may be, under any terms and conditions documents, petitions, notices or declarations required for this purpose under Greek law, including affidavits foreseen by Laws 820/1978, 1249/1982, 1337/1983, 1599/1986 and by articles 72 of Law 129/1989. To make any

declarations, admissions, recognitions and waivers, involving the loss of rights and the undertaking of obligations including the waiver of all rights and actions at law to dispute, dissolve or annul the Deed of Purchase or the Deed of Donation and to waive all rights and actions arising from articles 178, 179 and 388 of the Greek Civil Code. To do and execute any other acts required in order to fulfil the above mandates. To appoint other attorneys or representatives with the same or lesser powers and to revoke same.

Among other duties is that of acting as Co-Editor of the School's *Annual*, overseeing the production of data and its incorporation within *Archaeology in Greece Online* and (in consultation with the Editor) "Archaeology in Greece" in *Archaeological Reports*, and acting as series editor for *BSA Studies in Greek Antiquity* and *BSA Modern Greek and Byzantine Studies*.

Council appoints a number of committees, on some of which the Director serves *ex officio*, with oversight of all major areas of the School's activities, including responsibility for management of the School's financial and other assets and for ensuring compliance with UK legislation and similar requirements. The Director maintains close contact with the Chair of Council over day-to-day affairs in Athens.

### **Qualifications**

The Director will have a record of distinction and achievement in research and publication in any of the disciplines covered by the School's remit; experience of management and a familiarity with strategic planning in an academic or similar institution, and knowledge of the UK Higher Education sector; a strong track record in raising external funding; an ability to engage with people at all levels; experience of Greece, and a good working knowledge of the Greek language or a plan for acquiring this level of command before taking up post.

### **Hours of Work**

The appointment is full time. There are no conditions relating to hours and times of work, but it is expected that such hours and days will be worked as are reasonably necessary for the proper performance of the duties attached to the Directorship. Times of work should be agreed between the Director and the Chairman of Council.

### **Outside Work**

Paid or unpaid work outside the BSA should not be undertaken without obtaining the permission of the School's Council.

### **Annual Leave**

The Director is entitled to 30 working days of paid holiday in each complete year of employment by the School. In addition, there is an entitlement to Greek public holidays. Unused holiday entitlement may not be carried forward from one year to another. The holiday year is the twelve months ending 30 September. Pay in lieu of unused holiday is not available.

### **Sabbatical Study Leave with Pay**

The Director will not normally be entitled to sabbatical study leave during the period of tenure.

### **Performance Appraisal**

A performance appraisal discussion will be conducted annually with the Chairman of the School (or, in his or her absence, any appropriate senior academic Council member that the Council of the School may appoint). This discussion will encompass a review of the previous year's achievements and challenges (based on a short written submission by the Director) and will aim to define broad objectives for the medium term. Upon completion of the review, and the agreement of its outcome by both parties, a recommendation will be made to Council with regard to any change in grading of the Director. After Council has approved such a recommendation, then if the position of Director is held on secondment, the Chairman will inform the UK employer of the Council's decision.

### **Salary**

Salary will be at an appropriate point (to be negotiated) within the range of UK non-clinical professorial salaries, and will be subject to Greek income tax. The Director will be remunerated directly by the School. A Director seconded by a home institution will remain employed by that home institution. If that institution were a UK university which wished to include the Director's research publications in any future REF exercise (or similar initiative) that is initiated after tenure of the position has begun, the BSA would be prepared to discuss the financial terms under which this could take place with the institution at the appropriate time.

### **Pension**

If the Director is a member of USS, continuation in membership of this pension scheme is possible. If not, the BSA will offer a range of alternative options for pension provision, depending on individual circumstances.

### **Allowances and Benefits**

The School shall pay for the following allowances and benefits:

- Medical insurance (BUPA Classic Scheme or similar) for the Director and family members living with the Director in Athens.
- Air fares (to and from the UK) for the Director and such family members, once annually for leave and to and from Greece at the beginning and end of contract.
- Property and contents insurance at the Upper House.
- An entertainment allowance of £1250 per annum. In addition the School shall pay the cost of parties held for School purposes at the Upper House.
- Removal expenses incurred at the start and finish of the contract, quotations for which should be agreed in advance with the Hon. Treasurer and for which receipts should be provided.
- The cost of mobile telephone calls on School business.

### **Health Assessment**

The appointment will be conditional upon a health assessment. At any time during the period of tenure, the School may request that the Director be the subject of a further health assessment by a medical practitioner nominated by the School, the results of which may be disclosed to the School.

The School shall administer any notification and certification of illness or injury to the Director's home institution if any on his or her behalf in the event that the Director is unable to do so.

### **APPLICATION PROCEDURE**

Applications including a curriculum vitae, a statement of the candidate's qualifications and experience relevant to the post and their vision for the BSA, together with the names and email addresses of three referees, should be sent by email by **Friday 19 September 2014** to [school.administrator@bsa.ac.uk](mailto:school.administrator@bsa.ac.uk), for the attention of The Chair of the Search Committee, British School at Athens.

Referees should be asked to write **directly** to the Administrator to reach the School by the closing date. Interviews will take place in London on **Thursday 23 October 2014**.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998.

The British School at Athens is an employer committed to equal opportunities.