



ATR1368

Lecturer or Senior Lecturer in
Japanese Arts, Cultures and
Heritage

Further Particulars

Sainsbury Institute for the Study of
Japanese Arts and Cultures

Faculty of Arts and Humanities

The Post

ATR1368

Lecturer or Senior Lecturer in Japanese Arts, Cultures and Heritage

The Post

The post-holder will strengthen the Institute's research profile, develop and deliver its new MA teaching in relevant areas, and contribute to its engagement and enterprise activities. The appointment represents a new phase of the Institute's trajectory, in conjunction with the continued development of Japanese studies at UEA with established relationships with leading Japanese universities and a popular Japanese language programme.

The post is available from 1 April 2018 on a full-time indefinite basis.

Job Descriptions

Job descriptions follow below. The precise duties will be agreed in discussion with the Executive Director.

Person Specifications

Person specifications for this post follow the Job Description.

For an informal discussion please contact:

Mrs Mami Mizutori, Executive Director of the Sainsbury Institute for the Study of Japanese Arts and Cultures, on Tel: (01603) 597507 or email m.mizutori@sainsbury-institute.org



Job Description

ATR1368

Lecturer in Japanese Arts, Cultures and Heritage

The Sainsbury Institute for the Study of Japanese Arts and Cultures wishes to appoint a full-time Lecturer in Japanese arts, cultures and heritage, to strengthen the Institute's research profile, to develop and deliver its new MA teaching in relevant areas, and to contribute to its engagement and enterprise activities. The post will be at Academic Grade 3 or 4 depending on the experience of the appointed person. We are looking for a scholar with a PhD, an active research agenda, and the capacity to attract research funding. In principle, applications are welcome from scholars in any field relevant to the activities of the Institute namely in Japanese arts and cultures from the past to the present with a strong focus on visual culture. Applicants who can complement the strength of our current academic staff are particularly welcomed. Information on our past and current activities and research interests of our academic staff can be found at <http://sainsbury-institute.org>

The appointment represents a new phase of the Institute's trajectory, in conjunction with the continued development of Japanese studies at UEA with established relationships with leading Japanese universities and a popular Japanese language programme. The Centre for Japanese Studies ensures coordination of interdisciplinary initiatives on Japan at UEA, and the successful applicant will play an active role in further bridging the activities of the Sainsbury Institute with those of the University.

The successful candidate will provide research-led teaching at undergraduate and postgraduate levels, supervise research students, and contribute to engagement and enterprise within the Institute and relevant parts of the University. The post offers the opportunity to join the Sainsbury Institute and UEA at an important moment in the development of Japanese studies in Norwich, and to contribute to the further strategic direction we take as we engage further with Japan, identified by the University as of particular significance for its international strategy.

Main duties and responsibilities

Research

You will be required to develop your research profile as appropriate. In particular you will be expected to:

- Maintain international recognition within the appropriate academic community with a clear indication of predominantly internationally excellent attainment.
- Actively undertake research that complements existing research strengths.
- Produce high quality research appropriate for a strong REF submission from the School.
- Develop, singly or conjointly, proposals to secure external funding to support research activity.
- Disseminate results through academic publications including books, peer-reviewed journals and conference presentations.
- To play an active role in the Institute's and University's Japan-related research community through providing feedback on colleagues' articles and grant submissions, participation and attendance at research seminars and public lectures.

Teaching

Teaching is a key activity. It includes the giving of lectures, seminars and individual supervision of dissertation students. In particular, your duties will be as follows:

- Teaching (including the giving of lectures, seminars and individual supervision of undergraduate dissertation students), on undergraduate and postgraduate programmes, in particular on a new Japan-related MA modules (which is envisaged to become an MA course eventually) and MA level summer school which is planned to start from summer 2018.
- Planning and preparation - the academic cycle produces peaks and troughs of work and you are required to plan in advance for this, for instance by doing as much preparation as possible during non-teaching periods.
- Organising modules, sometimes through collaboration with colleagues.
- Developing teaching and learning materials.
- Undertaking all administration and academic duties (e.g. setting examination questions, marking, providing additional assessments as required, and providing pastoral support of students) required to sustain the delivery of high quality teaching.
- Taking responsibility for the delivery and assessment of specific modules and ensure that the content echoes current standards and that the assessment type and volume is appropriate for students' programmes of study.
- Assessing students by a variety of means, according to prescribed specifications as appropriate, to monitor student progress and performance including setting and marking examinations and carrying out additional assessments as required.

Job Description

ATR1368

Lecturer in Japanese Arts, Cultures and Heritage

Teaching (continued)

- Supervising dissertations at undergraduate and postgraduate levels.
- Taking an active role in the development of new and existing modules and course programmes at both undergraduate and postgraduate levels.
- To liaise closely with the Executive Director of the Institute and other senior colleagues on the matter of teaching, assessment and student progress and performance.

Administration

The Institute provides support for administration; however all academic staff are expected to:

- Undertake appropriate administrative duties to assure quality teaching and research activities as required by the Executive Director and senior members of the Institute.
- Take responsibility for some of the degree programmes with which the Institute is involved, in particular running the MA level summer school and MA modules.
- Contribute to the development of the Institute.
- Take responsibility for the management and administration of personal contributions to the Institute's academic activities.
- Attend Open Days and Visit Days and interview prospective students on a regular basis.
- Attend meetings and participate in the development of teaching and research in the Institute and relevant parts of the University.

Enterprise and Engagement

Enterprise and Engagement incorporates 'knowledge transfer' and comprises academic enterprise and business, community and public engagement, and is normally the use of or development of intellectual capital through an interaction between the Institute and non-academic sectors.

- To promote Enterprise and Engagement at the Institute and UEA.

General

- Attending School meetings as required, and participating in the development of teaching and research within the Institute.
- Advising a full complement of student advisees.
- Engaging in continuous professional development, for example through participation in relevant staff development programmes.
- Undertaking, subject to the agreement of the Executive Director as appropriate, external commitments which enhance the reputation of the Institute.
- Contributing to quality audits and/or assessments in higher education.

This job description is a guide to the duties of this post and is subject to change and should not be viewed as a comprehensive list of duties.



Job Description

ATR1368

Senior Lecturer in Japanese Arts, Cultures and Heritage

The Sainsbury Institute for the Study of Japanese Arts and Cultures wishes to appoint a full-time Senior Lecturer in Japanese arts, cultures and heritage, to strengthen the Institute's research profile, to develop and deliver its new MA teaching in relevant areas, and to contribute to its engagement and enterprise activities. The post will be at Academic Grade 3 or 4 depending on the experience of the appointed person. We are looking for a scholar with a PhD, an active research agenda, and the capacity to attract research funding. In principle, applications are welcome from scholars in any field relevant to the activities of the Institute namely in Japanese arts and cultures from the past to the present with a strong focus on visual culture. Applicants who can complement the strength of our current academic staff are particularly welcomed. Information on our past and current activities and research interests of our academic staff can be found at <http://sainsbury-institute.org>

The appointment represents a new phase of the Institute's trajectory, in conjunction with the continued development of Japanese studies at UEA with established relationships with leading Japanese universities and a popular Japanese language programme. The Centre for Japanese Studies ensures coordination of interdisciplinary initiatives on Japan at UEA, and the successful applicant will play an active role in further bridging the activities of the Sainsbury Institute with those of the University.

The successful candidate will provide research-led teaching at undergraduate and postgraduate levels, supervise research students, and contribute to engagement and enterprise within the Institute and relevant parts of the University. The post offers the opportunity to join the Sainsbury Institute and UEA at an important moment in the development of Japanese studies in Norwich, and to contribute to the further strategic direction we take as we engage further with Japan, identified by the University as of particular significance for its international strategy.

Main duties and responsibilities

Research

You will be required to develop your research profile as appropriate. In particular you will be expected to:

- Maintain internationally excellent attainment within the appropriate academic community.
- Actively undertake research that complements existing research strengths.
- Produce high quality research appropriate for a strong REF submission from the School.
- Develop, singly or conjointly, proposals to secure external funding to support research activity.
- Disseminate results through academic publications including books, peer-reviewed journals and conference presentations.
- To play an active role in the Institute's and University's Japan-related research community through providing feedback on colleagues' articles and grant submissions, participation and attendance at research seminars and public lectures.

Teaching

Teaching is a key activity. It includes the giving of lectures, seminars and individual supervision of dissertation students. In particular, your duties will be as follows:

- Teaching (including the giving of lectures, seminars and individual supervision of undergraduate dissertation students), on undergraduate and postgraduate programmes, in particular on a new Japan-related MA modules (which is envisaged to become an MA course eventually) and MA level summer school which is planned to start from summer 2018.
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- Organising modules, sometimes through collaboration with colleagues.
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- Taking responsibility for the delivery and assessment of specific modules and ensure that the content echoes current standards and that the assessment type and volume is appropriate for students' programmes of study.
- Assessing students by a variety of means, according to prescribed specifications as appropriate, to monitor student progress and performance including setting and marking examinations and carrying out additional assessments as required.

Job Description

ATR1368

Senior Lecturer in Japanese Arts, Cultures and Heritage

Teaching (continued)

- Supervising dissertations at undergraduate and postgraduate levels.
- Taking an active role in the development of new and existing modules and course programmes at both undergraduate and postgraduate levels.
- To liaise closely with the Executive Director of the Institute and other senior colleagues on the matter of teaching, assessment and student progress and performance.

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General

- Attending School meetings as required, and participating in the development of teaching and research within the Institute.
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Person Specification

ATR1368

Lecturer in Japanese Arts, Cultures and Heritage

Education, Experience & Achievements

Essential Criteria

- A first degree (or equivalent) in a relevant subject area.
- PhD (or equivalent) in Japanese arts, cultures or heritage, or a related field.
- Proven experience of high quality undergraduate and postgraduate teaching relevant to the subject, including a commitment to developing innovative and effective teaching methods.
- Experience of student assessment at all levels including coursework, examinations and dissertations.
- Experience of course construction and planning.
- Experience of planning research and bringing it to publication.
- Track record, appropriate to experience, of high quality publications in peer-reviewed journals.
- Experience of producing research with impact beyond academia.
- A track record for applying for and successfully gaining external research grant income.
- Experience of management and administration.
- A strong profile of actual and planned publications, of internationally excellent level.
- Demonstrable experience of enterprise and/or engagement.

Desirable Criteria

- Experience of marketing HE courses.
- Experience of PhD supervision.
- Ability to design new courses and modules.
- Experience of engaging in research related to digital humanities.

Skills & Knowledge

Essential Criteria

- Expertise in relevant subject area(s).
- Expertise in a research area relevant to the Institute, and in research methods.
- Good communication and interpersonal skills.
- Competent IT skills.
- Effective teaching and presentation skills.
- Efficient organisational and time management skills.
- Efficient at working to deadlines.
- Effective use of IT for teaching and learning.
- Proven administrative ability.
- Ability to motivate colleagues.
- Demonstrable oral and written communications skills in both the English and the Japanese Language.

Desirable Criteria

- Ability to provide academic leadership.

Personal attributes

Essential Criteria

- Consultative and supportive approach.
- Ability to use initiative.
- Ability to work independently and as part of a team.
- Potential to attract PhD students.
- Resourcefulness, initiative and adaptability.
- Ability to teach a range of modules relating to Japanese arts and cultures.

Person Specification

ATR1368

Senior Lecturer in Japanese Arts, Cultures and Heritage

Education, Experience & Achievements

Essential Criteria

- A first degree (or equivalent) in a relevant subject area.
- PhD (or equivalent) in Japanese arts, cultures or heritage, or a related field.
- Proven experience of high quality undergraduate and postgraduate teaching relevant to the subject, including a commitment to developing innovative and effective teaching methods.
- Experience of PhD supervision.
- Experience of student assessment at all levels including coursework, examinations and dissertations.
- Experience of course construction and planning.
- Experience of designing new courses and modules.
- Experience of planning research and bringing it to publication.
- Track record of high quality publications in peer-reviewed journals.
- Experience of producing research with impact beyond academia.
- A track record for applying for and successfully gaining external research grant income.
- Experience of management and administration.
- A strong profile of actual and planned publications, of internationally excellent level.
- Demonstrable experience of enterprise and/or engagement.

Desirable Criteria

- Experience of marketing HE courses.
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Skills & Knowledge

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- Ability to provide academic leadership.
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- Efficient at working to deadlines.
- Effective use of IT for teaching and learning.
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- Ability to motivate colleagues.
- Demonstrable oral and written communications skills in both the English and the Japanese Language.

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Essential Criteria

- Consultative and supportive approach.
- Ability to use initiative.
- Ability to work independently and as part of a team.
- Potential to attract PhD students.
- Resourcefulness, initiative and adaptability.
- Ability to teach a range of modules relating to Japanese arts and cultures.

General Information

Terms and Conditions of Appointment

The candidate to whom an appointment is offered will receive a full statement of the terms and conditions of appointment for Academic, Teaching and Research (ATR) Staff .

Duties

The post holder is required to: promote the study of their subject by teaching and research; assume such duties and responsibilities as may be assigned to them by the governing bodies of the University or by the Dean of Faculty or Head of the Institute, as appropriate, acting on their behalf; and examine without further payment in the examination for degrees and diplomas of the University when required to do so.

Residence

The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during the working week in support of these goals. Absences for significant periods are by agreement with the Head of School or Head of Division.

Salary

For Academic Grade 3 (Lecturer) salary will be £41,212 to £47,722 per annum and for Academic Grade 4 (Senior Lecturer) salary will be £49,149 to £56,950 per annum on the single salary spine (ATR). The normal expectation is that starting salary will be at the minimum of the advertised salary scale.

Starting date

The post is available from 1 April 2018 on a full-time indefinite basis. The post will be based at the Institute's premises at the Norwich Cathedral Close until we relocate onto the UEA campus on Norwich Research Park in a few years' time.

Relocation expenses

Relocation expenses are reimbursable under certain conditions.

Annual Leave Entitlement

There is an annual holiday entitlement of six weeks, plus statutory (8 days) and customary (6 days) holidays.

Superannuation

The post is superannuable under the Universities Superannuation Scheme.

Occupational Health Assessment

Appointments will be subject to a satisfactory Occupational Health Assessment to be carried out by the University's Occupational Health Service.

Interview Expenses

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed. (Please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed. Detailed information on the allowances will be provided on the expenses claim form which will be sent to you if you are invited to interview.

Entitlement to Work in the United Kingdom

If you are shortlisted for interview you will be asked to bring to interview original documentary evidence of permission to work in the UK in line with a list of acceptable documents which we will provide to shortlisted candidates when invited for interview. Please DO NOT provide this with your application.

This vacancy is eligible for sponsorship under Tier 2 and, where appropriate, the University will apply for a Certificate of Sponsorship. Non-EEA workers who do not residency status within the UK and will require entry clearance or further leave to remain should familiarise themselves with the Tier 2 (General) Guidance .

Enterprise and Engagement

Common to both ATR and ATS staff at UEA is an expectation of appropriate contributions to teaching and related activities and to enterprise and engagement. Enterprise and engagement involves academic staff in the use of, or development of, intellectual capital which benefits both the University and non-academic sectors, through community engagement and interactions with other public sector bodies, business and the third sector.

This document is available in alternative formats e.g. large print, disc and on-line. If you need this document in an alternative format please contact us on 01603 593034, fax 01603 593522, or email hr@uea.ac.uk

Application and Recruitment Process

Application Process

To apply for this vacancy, please follow the online instructions at: www.uea.ac.uk/hr/vacancies/

Your completed application and CV should be submitted by 30 November 2017.

Please note that feedback will not normally be provided to those applicants who are not shortlisted for this post

Referees

In naming referees in your application, you are requested to give only those who can immediately be approached and one of these must be your current employer, or if not employed your most recent employer.

Interviews

It is anticipated that presentations and interviews will take place on Thursday 25 January 2018 at the Sainsbury Institute for Japanese Arts and Cultures, 64 The Close, Norwich, NR1 4DH. Candidates who have not heard by this date should assume their application has been unsuccessful.

Please note that it is not normal practice to provide feedback to candidates who have not been shortlisted.

Equal Opportunities Form

Please note that the application form contains an Equal Opportunities section which must be completed.

The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

Proof of Qualifications

The person specification for this post lists qualifications that are essential and/or desirable and you may hold some or all of these qualifications. Please note that if you are offered a contract you may be asked to provide original certificates of these educational and professional qualifications. Please **DO NOT** provide these with your application.



Sainsbury Institute for the Study of Japanese Arts and Cultures

Executive Director: Mrs Mami Mizutori

The Sainsbury Institute (www.sainsbury-institute.org) was established in 1999 as a result of a generous endowment from Sir Robert and Lady Lisa Sainsbury. Our mission is to promote world-class research and to be a leader in the study of Japanese arts and cultures from the past to the present. Currently the Institute is based in the Norwich Cathedral Close, but we expect to move to the campus of the University of East Anglia, Norwich within a few years. Although an independent charity the institute has always been closely affiliated with UEA, and the University's Vice-Chancellor chairs our Management Board.

Research, the creation of global research network and outreach activities have been at the heart of SISJAC's work since its foundation. These will remain a major focus, but in addition, we are planning the introduction of MA level teaching in the arts, cultures and heritage of Japan to be offered at UEA. We will also enhance our international research achievements and impact in preparation for the next REF.



Further information on the Sainsbury Institute for the Study of Japanese Arts and Cultures is available at:

www.sainsbury-institute.org

The Faculty of Arts and Humanities

The University has four Faculties which are: Medicine and Health Sciences (FMH); Arts and Humanities (HUM); Science (SCI); and Social Sciences (SSF).

Each Faculty is led by the Dean of Faculty, working closely with Associate Deans who share responsibility for the areas of Research; Enterprise and Engagement; Learning and Teaching; Admissions; and Advancement; and the Heads of School. These senior academics, together with the Director of University Services, the Faculty Human Resources Manager, and the Faculty Finance Manager, form the Faculty Executive. Teaching is organised through the Schools of study.

The Faculty consists of the following Schools of Study:

- Art, Media and American Studies (AMA)
- History (HIS)
- Interdisciplinary Institute for the Humanities (IIH)
- Literature, Drama and Creative Writing (LDC)
- Politics, Philosophy, Language and Communication Studies (PPL)



Further information on the Schools available at:
www.uea.ac.uk/hum



An International University

Founded in 1963, The University of East Anglia (UEA) is an internationally renowned University based on a campus that provides top quality academic social and cultural facilities to over 14,000 students.

Located in rolling parkland, and just two miles from the centre of the beautiful cathedral city of Norwich, the University is adjacent to the Norwich Research Park which is home to over 1,000 scientists working in several world ranked institutions. The city's motto is "A fine city" and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast. A wide variety of visitors come to the region every year to enjoy boating on the Broads, the protected nature and wildlife habitats, as well as seaside towns and beaches.

The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's newest centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity. The city is consistently rated as one of the top ten shopping venues in the UK.

The University campus strikes a balance between a countryside and city setting; more than 320 acres of green parkland surround the campus with award-winning architecture by Sir Denys Lasdun, Lord (Norman) Foster and Rick Mather. Extensive on-campus facilities are all just a few minutes walk away from teaching and research facilities. Sporting facilities on campus include the University Sportspark which houses an Olympic sized swimming pool and regularly hosts international sporting events. UEA also has the world famous Sainsbury Centre for Visual Arts and hosts an International Literary Festival which has included famous names such as Ian McEwan and Kazuo Ishiguro (both alumni of UEA's Creative Writing course).



The University has four Faculties;

- Arts & Humanities
- Medicine & Health Sciences
- Science
- Social Sciences

These incorporate 23 Schools of Study and drive the UEA's reputation for top-quality research and teaching



For further information about working at the UEA, see our microsite:

<https://www.uea.ac.uk/working-life/home>

The UEA is ranked :

- UK Top 5 for Student Experience (National Student Survey, 2005-2017)
- UK Top 215 (The Times and Sunday Times Good University Guide 2017 and Complete University Guide 2018)
- World Top 200 (Times Higher Education World University Rankings 2017)
- Gold (Teaching Excellence Framework 2017)

In the most recent Research Excellence Framework exercise (2014), UEA's research was ranked 10th in the UK for its output and 21st overall amongst all mainstream British institutions. REF confirmed that more than 82% of our research is World leading or internationally excellent.

Students and Courses

The University offers a choice of more than 300 courses through four Faculties. As well as this, over 160 evening and day courses are available to local people at locations throughout Norfolk. The University employs around 2,500 staff – two thirds of which are full time and one third part time. More than 1,150 members of staff are academic including around 500 researchers. Administration, support, technical and general staff make up just over 1,300 in total. It also came top of the most recent research effectiveness league table published by Research Fortnight. The University has over 14,000 students, including some 3,200 postgraduates and over 1,600 from outside the European Union from more than 100 countries worldwide.



“If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

Stephen Fry

Former UEA Students include:

- Booker Prize winning authors Ian McEwan, Kazuo Ishiguro and Anne Enright
- Comedy writers and performers Charlie Higson, Arthur Smith and Paul Whitehouse
- Film directors Gurinder Chadha and Saul Dibb
- Explorer Benedict Allen
- Nobel-Prize winning Scientist and President of the Royal Society, Sir Paul Nurse
- Radio 1 DJ Greg James
- Actors Matt Smith, Jack Davenport, James Frain and Tim Bentinck.

Further information available at:

www.uea.ac.uk