

## **British Institute at Ankara. Assistant Director Ottoman/Contemporary Türkiye**

### **Background and Introduction**

The British Institute at Ankara is one of the British International Research Institutes (BIRI) supported by the British Academy. Its research engages with Türkiye's interactions with the Black Sea region and its other neighbours, and Türkiye as a distinctive creative and cultural hub in a global and regional context. The BIAA supports, enables and encourages research in a wide range of fields including archaeology, heritage management, ancient and modern history, art, literature, social sciences and contemporary issues in public policy and political sciences.

Its facilities in Ankara include The BIAA Wolfson Lecture theatre, the BIAA David French library, laboratory provision, reference collections of archaeological, botanical, faunal and documentary material, and archives of photographs, slides and maps. The Library is one of the most important collections of archaeological and related literature in Turkey, but also includes substantial collections relating to Türkiye in the Ottoman, early republican and contemporary periods.

In addition to the Director and Cultural Heritage Management Assistant Director, the local staff includes administrative, library and archive personnel as well as BIAA post-doctoral fellows, other researchers and visiting scholars. The BIAA is a registered UK Charity, observed by a Council of Management in the UK with a full-time London Manager and part-time Development Officer.

### **The Role of the Assistant Director**

The Assistant Director supports and reports to the Director. Responsibilities include the management and facilitation of Ottoman/Contemporary Türkiye-related aspects of the BIAA's research programme and public events and outreach, managing the library staff and the daily running of the library. The Assistant Director also collaborates with the BIAA IT Manager to further develop BIAA's IT digital framework.

The post of Assistant Director is key to the daily organisation and smooth running of the Institute's research activities with potential to shape the future research agenda whilst undertaking their own research for which they are eligible to apply to the BIAA for research grants.

The successful candidate will be based in Ankara for three years with the possibility of a fourth year extension.

The Assistant Director is required to be resident in Ankara for most of the year, except for absences agreed with the Director for the purposes of research, and will be responsible to the Director, who will be the Assistant Director's line manager.

**Registered Office Address**

10 Carlton House Terrace  
London, SW1Y 4AH  
United Kingdom

**Contact Address**

Atatürk Bulvarı 154  
Çankaya 06690 Ankara  
Turkey

**T** +90 312 427 5487

**F** +90 312 428 0159

**E** [director@biaa.ac.uk](mailto:director@biaa.ac.uk)  
[www.biaa.ac.uk](http://www.biaa.ac.uk)

Registered Charity Number

313940

Companies House Registration  
477436



## **Primary Duties and Responsibilities**

The Assistant Director is expected to conduct original research in their own academic field, and to promote the research of the Institute through funding applications and other activities, with special emphasis on establishing and developing partnerships with the academic and research community in Türkiye and the UK.

- Organisation and supervision of the Ankara events programme in collaboration with the Director and CHM Assistant Director.
- Management and facilitation of the Ottoman/Contemporary Türkiye elements of the BIAA's research programme.
- Membership and participation in duties relating to the BIAA Publications and/or Research Committees.
- Responsibility for the library, including line management and appraisals of the librarians, supervision of the daily running of the library and the management of purchasing policies, in collaboration with the Director and the Resource Manager.
- Line management of the Research Scholar(s) and/or Research Assistant in collaboration with the CHM Assistant Director
- Support and collaboration with the Director on various administrative tasks, day-to-day running of the Institute, reporting to funding bodies, preparation of evaluations and audits.
- Responsibility for routine updating of the website and social media.

## **Qualifications and Experience**

Applicants must be UK citizens, or should have a close current connection with a UK Higher Education Institution.

### ***Essential***

- Research Expertise in Ottoman or Contemporary Türkiye within any of the academic disciplines of the arts, humanities and social sciences.
- A doctoral degree.
- A proven research and publication record.
- A research agenda that can be undertaken effectively from the Institute in Ankara.
- Administrative experience (conference and events organisation, research budget processing, etc).
- Basic knowledge of library organisation protocols.
- Strong IT skills (MS Office, databases, websites and social media).
- A knowledge of Turkish or a willingness to learn the language.

### ***Desirable***

- Previous experience of working in Türkiye.

- Basic web-page management.
- Experience of Microsoft 365 platforms and administration.

### **Terms and Conditions**

The following are the main terms and conditions:

#### ***Tenure***

The tenure of the appointment will be a period of 3 years from 1 September 2023, with the option of a one-year extension.

#### ***Salary***

- The starting salary will be equivalent to Pt 29 of the British Universities lecturer scale in force from time to time (currently the UCL HERA pay spine). The amount payable under point 29 is currently £34,308 before deductions.
- The salary is not expected to be subject to UK or Turkish income tax. The net monthly salary will be calculated by deduction of an amount equal to the current UK income tax that would be applicable to a resident of the UK, but without taking account of any allowances other than the personal allowance.

#### ***Pension***

The Institute offers membership of the Universities Superannuation Scheme (USS); details of the scheme are available on request.

#### ***Other Benefits***

- Relocation expenses will be paid at the beginning and end of the contract up to a total amount of £1000 plus £700 travel costs for each of the Assistant Director and partner (if applicable).
- The Institute will pay for membership of a health insurance scheme for the Assistant Director. It may be necessary to undergo a medical examination.
- The Assistant Director is entitled to expenses associated with attendance at relevant academic conferences and events up to a maximum of £500 per annum.

#### ***Leave***

The annual leave allowance is 30 working days. All absences from Ankara must be agreed with the Director, so that the Institute is always staffed at management level (ie by the Director, the Ankara Manager, or an Assistant Director).

#### ***Notice***

Three months' notice is required on either side.

### **Further Information**

To apply, send a copy of your most recent CV along with a letter of application, and the names and addresses of two referees to [biaa@britac.ac.uk](mailto:biaa@britac.ac.uk).

Potential applicants are encouraged to contact the Director, Dr Lutgarde Vandeput (director@biaa.ac.uk), or the London Office (biaa@britac.ac.uk), to arrange an informal discussion with one of the current BIAA Honorary Officers.

For information about the organisation, staff and current activities undertaken by the Institute, please visit the website at [www.biaa.ac.uk](http://www.biaa.ac.uk).