

Director of the Institute of Archaeology

The Director of the Institute of Archaeology, located on Beaumont Street, Oxford is an essential role in bringing together different areas of the academic discipline.

1. Responsibility for all building related matters. The Director will be supported by the HAF and Head of Estates in this matter
2. Reporting to the Head of School, the Director of the Institute will lead in all matters of Health and Safety for the Institute
3. Overview of space and the appropriate allocation of space
4. Working with the HAF and Head of Estates to ensure there are appropriate policies and governance around the matter of storage and archive
5. Lead of all matters of storage and archiving, ensuring that there is management oversight of the retention of all documents and matter.

Committee positions:

School Board ex officio

School Committee

Key School officers connected to this post:

Head of School

Director of RLAHA

Relevant Support staff:

HAF

Head of Estates

Degree and Operations Assistant

Tenure: Three years