

## **Job Description SHCL Director** (January 2011)

### **Job information**

Title of position	Director-professor
Organization	Social Historical Centre for Limburg (SHCL)
Section	Management
Areas of activity	Culture, education and social-societal -> (Art)history -> General Culture, education and social-societal -> Sociology -> Demographics Culture, education and social-societal -> Sociology -> General
Activities	- General management - Academic research and teaching

### **Context**

- The director is in charge of the organization and is chairholder of the extraordinary chair set up by the SHCL in the Faculty of Arts and Social Sciences of Maastricht University.
- The SHCL is an institution for historical-scholarly research and documentary information services.
- The SHCL has four sections: general services, research, archives and library, each one having a section head who reports to the director. The director and the four section heads meet on a monthly basis in a staff meeting.
- In case of absence the director is replaced by the deputy-director, who is also head of the research section of the SHCL.
- The director reports to the board of the SHCL Foundation and as chairholder to the chair's Supervisory Board.

### **1. Nature of activities**

#### **Feature:**

Under supervision of the board of the SHCL Foundation, the director manages the activities of the SHCL. He/she:

- Develops strategic policies and advises the board on policy issues;

- Gives direction to the section heads;
- Is integrally responsible for financial and human resources management and also reports on it to the board;
- Represents the SHCL and its interests vis-à-vis the outside world;
- Maintains contacts with subsidy providers, sponsors and commissioning parties.

Under the final responsibility of the SHCL chair's Supervisory Board, the director-professor is also in charge of all activities linked to being SHCL chairholder.

**Profile:**

When a less common or new issue presents itself, the director is in charge of analysing the available alternatives and developing policies or advice to address and structure the issue at hand. (4)

**2. Aim of activities**

**Feature:**

- Preservation of heritage and document-based information sources;
- Practicing, organizing, stimulating and facilitating academic study of history of Limburg and bordering regions;
- Promoting knowledge on the history involved, understood in a broad sense.

**Profile:**

This involves realizing the policy unit's set of tasks, doing scholarly research, and realizing/coordinating multidisciplinary projects. (4)

**3. Effect of activities**

**Feature:**

The policy plans are coordinated in consultation with the board and the section heads.

The activities are aimed at steering and providing direction to

- The institution's policies;
- The activities of the individual sections.

**Profile:**

The activities are externally oriented and their impact is noticeable for more than one year. (4)

**4. Approach of activities****Feature:**

- Preparing for bi-monthly board meetings and (ensuring) the implementation of board decisions;
- Maintaining contacts with subsidy providers, sponsors and commissioning parties; (ensuring) procurement of paid assignments; serving the institution's overall interests;
- Preparing and leading the monthly staff meeting; organizing bilateral meetings with the section heads; monitoring policy implementation by the section heads;
- (Ensuring) implementing financial and human resources policies;
- Doing scholarly research; publishing and editing scholarly texts; organizing activities involved in scholarly publications;
- Supervising and evaluating academic-scholarly research;
- Maintaining national and international academic contacts; participation in national and international academic/scholarly collaborative networks;
- Lecturing and teaching academic-level classes
- Promoting interest in Limburg history and the dissemination of the results of research by organizing symposia, fora and other public-oriented activities.

**Profile:**

The job activities include the ongoing pursuit of new approaches or methodologies, such as through study of literature and introducing perspectives from other disciplines. (4)

**5. Dynamic of activities****Feature:**

- The institution's policies have to be strategically positioned within a permanent field of force, both academically and socially;
- Based on the objectives of the SHCL as defined in its statutes, its policies and their implementation are constantly evaluated and reconsidered in light of societal and scholarly developments.

**Profile:**

In performing job activities, the appointee should anticipate and respond to shifts in policy goals. This applies to policy coordination activities in integral policy areas. (4)

**6. Freedom of decision****Feature:**

Under the final responsibility of the SHCL board, the director develops and implements the institution's policies.

Under the final responsibility of the chair's Supervisory Board, the chairholder develops a research programme, organizes teaching efforts and, where possible, involves SHCL and FASoS staff in his/her academic activities.

**Profile:**

The director is free to opt for new approaches or alternative solutions for the overall organization, after analysis of changed circumstances, within the basic conditions set by the foundation's board and the chair's Supervisory Board. (4)

**7. Complexity of decisions****Feature:**

This involves decisions on:

- Strategic policy design and development;
- Modes of policy implementation by the SHCL sections;
- Staffing and financial policies;
- Research programming and research strategy.

**Profile:**

In the decision process, less clearly delineated decision factors are intertwined. (4)

**8. Impact of decisions**

**Feature:**

Decisions pertain to:

- Institution's general policy in the medium- to long term;
- Institution's financial position in the medium- to long term;
- Nature and direction of the scholarly research in the medium- to long term.

**Profile:**

It involves a position aimed at developing the organization's strategic goals and the research programming of its academic section. (5)

**9. Framework****Feature:**

The framework involves:

- Aims of the SHCL as laid down in its statutes;
- General policies as determined by the board of the SHCL;
- Management statutes as determined by the board;
- General research policy of the UM's Faculty of Arts and Social Sciences.

**Profile:**

Within this framework, the director has room to formulate generally articulated, strategic lines of policy which serve as framework for staff within the organization. (5)

**10. Monitoring of activities****Feature:**

- Policies regarding content, staffing and finances are monitored by the board, supported by advice from the Advisory Board, based on annual budgets, annual accounts, policy plans and annual reports to be presented by the director;
- Policy implementation is reviewed in bi-monthly meetings of the board and an annual performance interview with the board;
- Budgets, annual statements, policy plans and annual reports are presented by the board to the subsidy providers (Province of Limburg and Maastricht University) for approval;
- The institution's academic/scholarly activities are evaluated on the basis of : 1) annual

reporting to the chair's Supervisory Board; 2) periodic research reviews ('visitations') which take place once every four years within the framework of the formal research reviews of the UM's Faculty of Arts and Social Sciences.

**Profile:**

This is an integral management position, in which responsibility for the organization's primary aim is combined with PIOFACH-responsibilities, but three of the criteria – 'complex implementation problems, heterogenous set of tasks and a societally sensitive area of attention' – do not apply. (4)

**11. Knowledge and experience**

**Feature:**

- Basic requirements for this position are academic training completed with a PhD degree and a record of international publications,
- As well as knowledge and experience in the field of managing complex organizations;
- While training in the field of documentary information services is a plus.

**Profile:**

This position requires one to have basic scholarly-theoretical knowledge of an academic discipline, in part aimed at further developing this discipline. (5)

**12. Leadership, improvisational, communicative, organizational or advisory skills and competencies**

**Feature:**

The employee to be appointed has the competence to:

- Develop and formulate concepts and ideas and create a base of support for them;
- Develop and implement policies regarding the institution's area of expertise;
- Guide, stimulate and enthuse professionals in the field of scholarly research and documentary information service;
- Develop and foster contacts with parties in society at large to the benefit of the institution's overall policy.

Furthermore, oral and written proficiency in at least Dutch and English are required, as well as reading proficiency in German and French.

**Profile:**

Skills in developing and promoting policies, new ideas and concepts. (4)

**13. Nature of Contacts**

**Feature:**

The director maintains contacts with:

- SHCL board and its Advisory Board;
- Subsidy providers, sponsors and commissioning parties;
- Proprietors and depositors of documentary information sources;
- Chair's Supervisory Board, the dean of FASoS and colleagues at FASoS;
- Academic institutions and networks in the Netherlands and abroad;
- Heritage institutions in the Meuse-Rhine Euregion.

**Profile:**

There will be conflicting interests in relation to various contacts.(4)

**14. Aim of contacts**

**Feature:**

The aim of contacts is:

- Facilitating, developing and enhancing the institution's profile and policies, both financially and in terms of content;
- Influencing actions of parties with which contact is maintained to the benefit of the institution.

**Profile:**

This is about creating a base of support for the development and implementation of policies, new ideas, working methods and technologies. (4)

SHCL-Director		
KM	Description of Feature	Score
1	Nature of activities	4
2	Aim of activities	4
3	Effect of activities	4
4	Approach of activities	4
5	Dynamic of activities	4
6	Freedom of decision	4
7	Complexity of decisions	4
8	Impact of decisions	5
9	Framework	5
10	Monitoring of activities	4
11	Knowledge and experience	5
12	Skills and competencies	4
13	Nature of contacts	4
14	Aim of contacts	4
		59
Main group division		6
Salary scale-level		14
Full professorship salary (0.2 FTE) is in salary-scale 16 (letter 1 November 2006)		

As formulated in accordance with the board decision of 20 December 2010,

Maastricht, January 2011

Prof. dr. A. Knotter

Director

Seen and approved,

Date:

A. Knotter

Director