

# JAPANESE ARTS DATABASE ASSISTANT

Sainsbury Institute for the Study of  
Japanese Arts and Cultures

SC4714

**CANDIDATE BROCHURE**





# CONTENTS

- 3 Welcome from the Executive Director
- 4 About SISJAC
- 6 The Role
- 7 The Person
- 8 Further Information including How to Apply
- 9 What makes UEA so special?
- 11 Our Benefits
- 12 Our Values
- 14 Accolades
- 15 A Sustainable University
- 16 Our Campus
- 17 Norwich - City of Stories
- 18 Location



# WELCOME FROM THE EXECUTIVE DIRECTOR

The Sainsbury Institute for the Study of Japanese Arts and Cultures, established in 1999, aims to further understanding of Japanese arts and cultures through our diverse range of research projects and initiatives. From our historic headquarters in Cathedral Close, we strive to be at the forefront of research in this field through innovative approaches to the study of Japan.

We have a small and dedicated team of researchers, academics, support and administrative staff who work across a range of projects within the Institute. We strive to create a positive and supportive working environment through our weekly staff meetings, and value contributions from every member of our team by working collaboratively to realise our ambitious programmes of research projects, events, initiatives and exhibitions.

As well as our core staff, we have an expansive network of academic associates, fellows and partners across the world who work on diverse projects related to Japanese arts and cultures. We aim to engage audiences on a local, national, and international scale through our events and partnerships, and highlight Norwich as an important centre for the study of Japanese arts, archaeology, and visual culture.

This is a particularly exciting time to be joining the Institute as we celebrate our 25th anniversary in 2024. As we reflect on the last 25 years of the institute, and look forward to the next 25, we will continue to provide world-class research while also looking to engage in new areas of the discipline and expand our current reach.

I wish you luck with your application, and please do get in touch with the contact listed in the job description should you have any further questions about the role.

Best wishes,

Professor Simon Kaner, Executive Director





# ABOUT SISJAC

The mission of the Sainsbury Institute for the Study of Japanese Arts and Cultures is to promote world class research and be a leader in the study of Japanese arts and cultures from the past to the present.

Founded in 1999 through the generosity of Sir Robert and Lady Sainsbury to promote knowledge and understanding of Japanese arts and cultures, the Institute works with our partners and funders to further its mission through:

- **Creating** collaborative and active global research networks; and
- **Disseminating** the results of our research; while
- **Advancing** outreach and educational activities.

The Institute is affiliated with the University of East Anglia (UEA), and continues its close collaborations with institutional partners including schools of study at the School of Oriental and African Studies (SOAS), University of London, and the British Museum. It maintains its programme of fellowships, public lectures and international workshops as well as its commitment to the web and web publications.

The Lisa Sainsbury Library in Norwich remains central to the Institute's vision and its collections are a research resource of major importance that we are pleased to share with advanced scholars throughout Europe.

As an independent charitable organization, the Institute is committed to running excellent research programmes by securing external project funds, while retaining its independence by managing its own administration and the Grade II listed building that serves as our Headquarters in Norwich.





# OUR WORK AND WHAT WE DO

The Sainsbury Institute works across multiple concurrent projects that address different themes related to Japanese arts and cultures. At present, our research falls into four main categories: Archaeology and Heritage; Art and Cultural Resources; Contemporary Visual Cultures; Digital Japan.

Within these categories, our research is realised through a diverse range of activities, events and outputs including:

- Exhibitions – including ‘Nara to Norwich’ (May 2024) and ‘Hokusai: Art Beyond Boundaries’ and ‘Tanzaku’ (July 2024) in Norwich, and ‘Circles of Stone: Stonehenge and Prehistoric Japan’ at the Stonehenge Visitor Centre (September 2022 – September 2023).
- International conferences – including Japan: Courts and Culture – Crosscurrents of Courtly Exchange at Windsor Castle.
- Lectures and workshops – such as our flagship monthly Third Thursday Lecture series, which is free and open to all and recently celebrated its 250th lecture.
- Community engagement – including recent excavations at Arminghall Henge (2022) and Warham Iron Age Camp (2023) with local school children and volunteers.
- Digital outputs – notably our work digitising collections at the V&A, British Museum and Chiddingstone Castle, and our Virtual Reality model of our headquarters as a digital exhibition space.



# THE ROLE

We are seeking a graduate with relevant experience, who is fluent in both the Japanese language and English, to support the Associate Professor in Japanese Arts, Culture and Heritage of the Sainsbury Institute for the Study of Japanese Arts and Cultures, with maintaining and updating the online database of Japanese art activities taking place in Europe and America, taking as a model the database on Japanese art activities in Japan which is being updated and maintained by the Tokyo National Research Institute for Cultural Properties ('TOBUNKEN').

## KEY RESPONSIBILITIES

- To update and maintain the English database of Japanese art outside Japan and make it available to online users.
- To consult and exchange views with a member of staff from TOBUNKEN, in order to gain such knowledge and skills required to update and maintain the database.
- To undertake other routine administrative tasks linked to the maintenance of the database.
- To gather information about research relating to Japanese art in Europe and America.
- To liaise with colleagues at SISJAC and Japanese arts organisations.
- To undertake Japanese-English translation as necessary to fulfil the job tasks.
- Such other duties as may be assigned by the Associate Professor in Japanese Arts, Culture and Heritage, SISJAC.

# THE PERSON

## EDUCATION

- Education to degree level in a relevant subject (E)

## EXPERIENCE AND SKILLS

- Demonstrable written and oral communication skills (E)
- Fluent in both Japanese and English language - both written and spoken (E)
- Demonstrable knowledge of IT including databases (E)
- Time management skills necessary to complete work to agreed deadlines without close supervision (E)
- Experience with working in an international environment (D)
- Good social media skills (D)

## PERSONAL ATTRIBUTES

- A flexible approach to work (E)
- Individual motivation as well as the ability to work well as part of a team (E)
- Ability to communicate, supervise, negotiate and liaise between different individuals and groups of diverse cultures (E)
- Self-motivated to achieve objectives and deadlines (E)
- Strong interest in Japanese Arts and Cultures (E)
- Be familiar with and sensitive to the particular needs of the Japanese research environment (D)

**Essential Requirements (E)** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements (D)** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

# FURTHER INFORMATION

The post is available from 15 October 2024 on a part-time (0.2 FTE, 7.25 hours per week) basis for a fixed term period of 3 years.

Salary will be £22,681 to £24,533 per annum pro rata on Grade 4 on the single salary spine.

**Place of Work** - 64 The Close, Norwich, NR1 4DH. The University is supporting a hybrid-working pilot of at home and on site 'hybrid' working for many roles. We encourage discussions about how your working arrangements can be agreed to best balance the needs of the role and your personal circumstances.

The flexibility of the hybrid-working model allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

There will be varying requirements for different roles, further details will be discussed at interview.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact [staff.visacompliance@uea.ac.uk](mailto:staff.visacompliance@uea.ac.uk)

The post is superannuable under the Group Personal Pension and there is an annual holiday entitlement of 20 days plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment

checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email [staff.recruitment@uea.ac.uk](mailto:staff.recruitment@uea.ac.uk)

## HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk>

The closing date for this role is 11:59pm on **25 September 2024**.

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.

It is anticipated that presentations and interviews will take place on **3 October 2024** and if you have not heard by this date please assume you have not been shortlisted on this occasion.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.



# WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Dr Eugenia Bogdanova-Kummer, Associate Professor in Japanese Arts, Cultures and Heritage via email: [e.bogdanova-kummer@uea.ac.uk](mailto:e.bogdanova-kummer@uea.ac.uk).

## UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.





# OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive Rates of Pay



20 Days Holiday (pro rata)



14 Additional Statutory and Customary days



Contributory Pension



Staff Development



Sportspark Discount



Research Support



Health and Wellbeing



Library



Campus Facilities



Care Leave Policies



Sainsbury Centre for Visual Arts



Ofsted Outstanding Nursery



And much more!

Further information can be found on our [Staff Benefits page](#).

# OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

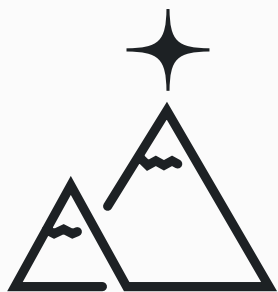
From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT





## OUR VALUES (CONTINUED)



### AMBITION

**We are ambitious for our future success.**

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



### COLLABORATION

**We are collaborative in our approach.**

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



### EMPOWERMENT

**We empower ourselves and each other.**

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



### RESPECT

**We respect each other.**

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

# ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

**A vibrant place to study, learn and work, UEA is a very special place.**





# A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

## OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)





# OUR CAMPUS

As well as our headquarters in the city centre, the Institute works closely with UEA which is based on a campus that provides top quality academic, social and cultural facilities etc. UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.

Sainsbury Institute staff can access the facilities and benefits available the UEA staff.





# NORWICH

## A CITY OF STORIES

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. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's 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. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



*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**



# LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

The Sainsbury Institute is based in the very heart of the city in the historic surroundings of Cathedral Close. It is a short walk along the river from the train station and located conveniently next to many bus stops. The Institute also offers free parking to its staff.

## BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

## BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

## BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible





An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

## Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

