

SGSSS have three openings on the SGSSS Directorate this year and are seeking colleagues from partner institutions (at all stages of their academic career) with an interest in cross-university collaboration and the ambition to influence social science doctoral research at a national level. All roles are 0.3FTE (managed as an institutional commitment from partner HEI to SGSSS) available from July 2021 (phased starts negotiable depending on commitments). It is anticipated that interviews will take place in w/c 26th April via zoom.

Applicants should send a copy of their CV and a cover letter outlining why they are attracted to the position, along with relevant experience. Applications should be sent to team@sgsss.ac.uk including ‘Associate Director (INSERT ROLE TITLE) application’ in the email subject heading.

As a member of the Directorate you will take the lead in overseeing the activities associated with the named role as well as an element of SGSSS strategy suited to your experience and interest. It is an opportunity to contribute to the on-going development of the UK’s largest Doctoral Training Partnership (DTP), supporting all social science research students in Scotland.

If you would like to discuss the post in further detail please contact the SGSSS Director, Professor Jamie Pearce (Director) jamie.pearce@ed.ac.uk. You may also want to speak with your HEI representative on the [Deans of Graduate Studies network](https://www.sgsss.ac.uk/about-us/). The successful candidate will require a letter of support from their Dean confirming allocation of 0.3FTE so we encourage candidates to start these conversations as soon as possible.

Closing date for applications: **Monday 5th April**

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**Job Descriptions for Associate Director Roles**

**Associate Director (Thematic Hub Lead) - 0.3 FTE**

**Based at:** Home HEI; monthly meeting with Directorate (currently online, otherwise in Edinburgh);

**Key contacts:**  Director, Deputy Directors Studentships and Training, and professional services staff of the Scottish Graduate School, based at the University of Edinburgh.

**Supported by:** SGSSS Staff Team

**Role Purpose:** The key purpose of this role is to contribute to the development of a culture of collaboration resulting in a high quality and consistent research student experience across the Society and Welfare Hub. It involves working closely with Deputy Directors for Studentships and Training; the Associate Directors for Student Engagement; Interdisciplinarity; Methods; People and Place Hub; Economies, Mind and Technologies Hub; and, the SGSSS staff team. The Associate Director will co-ordinate the smooth running of 5 pathways (Education; Health, Family, Relationships and Demographic change; Social Work and Social Policy; Socio-legal studies and Criminology; Sociology) in relation to advanced training, cohort building, appointment of pathway convenors, and the review and allocation of studentship applications. In addition Associate Directors will take leadership of a cross SGSSS role as agreed with the Director. The role is available from July 2021 for three years.

**Main responsibilities:**

* + lead the process of studentship assessment within hub for the open competition and representing the hub at the cross-hub allocation panel to ensure consistency in treatment of applications and transparency in review;
	+ co-ordinate and oversee pathway convenors and pathway representatives to ensure that students have equitable access to information about relevant processes and opportunities;
	+ take responsibility for communication within the hub and liaising between hubs;
	+ develop organisational capacity by assisting non DTP HEIs to identify and develop opportunities for co-supervision across institutions;
	+ develop and communicate opportunities for cross-pathway advanced training available across the SGSSS network;
	+ liaising with the Associate Directors responsible for Interdisciplinarity, and Methods to ensure a coherent approach to advanced methods across the Hub;
	+ organisation of cohort-building activities across institutions and management of partly devolved budget for cohort building. This includes organisation of the annual pan-pathway Hub Festival with the other two hub leads;
	+ assist in the delivery of bespoke training/communication/support to institutions as required.
	+ Governance & communication: attendance at the Pathway Convenor’s Group leading hub breakouts. Oversee recruitment of new Pathway Convenors.
	+ Strategic Development: ADs take on an additional area of leadership. The allocation of this will depend on applicants’ experience and skills. It will be cross-cutting and support the role holder in appreciating emerging UKRI/ESRC priorities. Thematic Hub Leads currently have responsibility for the SGSSS internationalisation plans, supporting supervisors and leading on the postdoctoral fellowship competition. The areas of responsibility may change or develop over time depending on priorities and expertise.

**Person specification:** The post requires a permanent academic member of staff (Lecturer or above) at a partner HEI who has experience of academic and/or postgraduate administration and a proven ability to think and act strategically. The AD will contribute creatively to a small and focused team and will serve as an ambassador for the SGSSS-DTP.

**Associate Director (Interdisciplinarity) – 0.3 FTE**

**Based at:** Home HEI; monthly meeting with Directorate (currently online, otherwise in Edinburgh);

**Key contacts:**  Director, Deputy Directors Studentships and Training, and professional services staff of the Scottish Graduate School, based at the University of Edinburgh.

**Supported by:** SGSSS Staff Team

**Role Purpose:** The Associate Director will lead the SGSSS’ ambitions to promote interdisciplinary endeavour and build cohorts of students who can confidently embark on research that interfaces with other areas of research council activities. This role will lead on the delivery of a series of training events in partnership with colleagues at institutions across Scotland and will therefore contribute to the development of a culture of collaboration resulting in a high quality and consistent research student experience across the SGSSS. It involves working closely with the Deputy Director for Training; the Deputy Director for Studentships; the Associate Directors for Student Engagement; Methods; and Thematic Hubs; and, the SGSSS staff team. The Associate Director Interdisciplinary will take a lead in the recruitment, advanced training and cohort development of students undertaking interdisciplinary research. Experience of advanced methods training with PGRs is essential and a candidate with both Qualitative and Quantitative expertise would be particularly valuable. The role is available from July 2021 for three years.

**Main responsibilities**

* Student recruitment: collaborating closely with the Deputy Director (Studentships), to run an annual competition to meet the ESRC allocation of interdisciplinary steered studentship awards.
* Capacity building: collaborating closely with the Deputy Directors, to ensure that supervisors in our partner institutions are supported to develop strong interdisciplinary proposals.
* Online resources: with the Deputy Director (Training) and SGSSS Professional Services staff, explore the feasibility of providing advanced training online that is accessible to staff and students.
* Training: Co-producing, with the Deputy Director (Training) and other key colleagues, the SGSSS Summer School, Final Year Conference and Steers events, leading on at least one of the latter two.
* Spring into Methods: leading, with support from the Deputy Director (Training), on the Spring into Methods initiative currently run jointly with the Scottish Graduate School for Arts & Humanities (SGSAH).
* Governance & communication: attendance at the Dean’s Group with updates on Interdisciplinarity, and contributing to the SGSSS newsletter to promote training opportunities.
* Cohort development: collaborating with the two Deputy Directors, development of a support mechanism for students meeting the interdisciplinary steer and for their supervisors.
* Strategic development: contribute to the strategic planning of SGSSS activities and in particular identify and lead the development of new opportunities to enhance interdisciplinary approaches to the work of SGSSS in relation to Knowledge Exchange activities, including studentships, internships and mentoring.

**Person specification:** The post requires a permanent academic member of staff (Lecturer or above) at a partner HEI. Experience in knowledge exchange and external engagement is desirable, along with experience of working across research council boundaries and a proven ability to think and act strategically. The AD will contribute creatively to a small and focused team and will serve as an ambassador for the SGSSS.

**Associate Director (Student Engagement) – 0.3 FTE**

**Based at:** Home HEI; monthly meeting with Directorate (currently online, otherwise in Edinburgh);

**Key contacts:**  Director, Deputy Directors Studentships and Training, and professional services staff of the Scottish Graduate School, based at the University of Edinburgh.

**Supported by:** SGSSS Staff Team

**Role Purpose:** The Associate Director Student Engagement will lead the SGSSS’ ambitions to offer a high quality, consistent student experience to all doctoral students engaging with us. The role will ensure student voice is represented at all levels of SGSSS governance and will drive forward student-led proposals and student experience initiatives. It involves working closely the Deputy Director for Training; the Deputy Director for Studentships; the Associate Directors for Interdisciplinarity; Methods; and Thematic Hubs; and, the SGSSS staff team (in particular the Communications and Digital Engagement Coordinator) . The role is also responsible for coordinating and managing student representation. In addition Associate Directors will take leadership of a cross SGSSS role as agreed with the Director. The role is available from July 2021 for three years.

**Main responsibilities**

* Oversee the recruitment, induction and portfolios of student reps, ensuring successful consultation of student reps across all areas of SGSSS activities, and ensuring student voice is represented at all levels of SGSSS governance
* Provide oversight of the annual Student-led Symposium, working closely with the Student Reps
* Contribute to studentship allocation process
* Contribute to annual training programme
* Drive forward the student wellbeing agenda, incorporating student feedback with known issues related to PGR wellbeing to support SGSSS students
* Lead design and delivery of ESRC student induction conference
* Work with the Communications and Digital Engagement Coordinator to promote community across the student cohort, including the use and development of [Social](https://social.sgsss.ac.uk/login/?redirect_to=https%3A%2F%2Fsocial.sgsss.ac.uk%2F&bp-auth=1&action=bpnoaccess) as a platform for student engagement and cohort building
* Governance & communication: attendance at the Dean’s Group with updates on Student Engagement, and contributing to the SGSSS newsletter to promote relevant opportunities.
* Strategic Development: ADs take on an additional area of leadership. The allocation of this will depend on applicants’ experience and skills. It will be cross-cutting and support the role holder in appreciating emerging UKRI/ESRC priorities. The areas of responsibility may change or develop over time depending on priorities and expertise.

**Person specification:** The post requires a member of academic staff on a continuing contract at a partner HEI. Experience and a passion for student experience and development is desirable, along with a proven ability to think and act strategically. Applications are particularly encouraged from those early on in their career, looking to work in a national partnership. The AD will contribute creatively to a small and focused team and will serve as an ambassador for the SGSSS.