

## **Job Description for Associate Director (Thematic Hub Lead: Economies, Mind and Technologies Hub)**

### **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 Economies, Mind and Technologies Hub. It involves working closely with Deputy Directors for Studentships and Training; the Associate Directors for Student Engagement; Interdisciplinarity; Advanced Methods; People and Place Hub; Society and Welfare Hub; and, the SGSSS staff team. The Associate Director will co-ordinate the smooth running of five pathways (Accounting, Finance, Business and Management; Economics; Linguistics; Psychology; and, Science, Technology and Innovation Studies and Information and Communication studies) 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 2022 for at least two years with the potential to extend within a recommissioned DTP (recommissioning outcome expected in summer 2023).

### **Main responsibilities: in collaboration with the SGSSS Directorate, the ADs will:**

- 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;
- Develop and communicate opportunities for cross-pathway advanced training available across the SGSSS network;
- Organisation of a pan-pathway Hub Festival;
- Organisation of other cohort-building activities across institutions and management of partly devolved budget for cohort building;

- Develop organisational capacity by assisting non-DTP HEIs to identify and develop opportunities for co-supervision across institutions;
- 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;
- Liaising with the Associate Directors responsible for Interdisciplinarity, and Advanced Methods to ensure a coherent approach to advanced methods across the Hub;
- 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, and contributing to the SGSSS newsletter to promote Hub training opportunities;
- ESRC Recommissioning: play an active role in the DTP recommissioning process, in particular in relation to the optimal pathway architecture to support DTP activities.

**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.

**Additional Responsibilities:**

The three Thematic Hub Leads each take on an additional area of leadership. The allocation of this additional responsibility will depend on applicants' experience and skills. The areas of additional responsibility will be cross-cutting themes and will support the Thematic Hub Leads 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.