

Call for Expressions of Interest: PhD Coordinator (0.2 FTE)

Reporting to: WD and Institute Board

Working in close cooperation with:

- **FGGA PhD Dean, FGGA Graduate School**
- **Education Director, Chair of IC, WIDER**

Strategic Context: PhD and Research Strategy / Well-being

11^h November 2021

Background / Context

In May 2019, the Institute Board created the position of a 'PhD Coordinator' in order to coordinate, enhance and institutionalise the Institute's mechanisms and frameworks for supporting PhD candidates and their trajectories. The PhD Coordinator was also tasked with developing the Institute's draft PhD strategy in close liaison with the Faculty's graduate school. The inaugural postholder – Dr Vanessa Newby – has laid all important foundations to this effect and has been appointed by the FGGA as 'PhD Dean' for the Institute of Public Administration. Consequently, the Institute Board invites internal applications for succeeding Vanessa Newby as internal PhD coordinator.

This is a management position within the Institute for an enthusiastic colleague wishing to make a difference for all of ISGA's internal and external PhD candidates and to further build ISGA's supportive and inspiring work environment.

Core objectives and tasks of the ISGA PhD Coordinator:

Working in close cooperation with ISGA's IB, IC and WIDER as well as with the Faculty's PhD Dean for ISGA (Alexandre Alfonso), the PhD Coordinator is

- The central coordinator for ensuring support of all PhD students, providing guidance when needed for completion and how to follow Faculty procedures in line with quality assurance, institutional support and well-being;
- The central contact point for implementing the PhD Strategy in close cooperation with the Institute Board, the Research group heads and the PhD supervisors.
- Responsible for holding introduction meetings with all new PhD Candidates at ISGA. This includes liaising with the PhD Dean for ISGA to ensure the PhD mailing list is up-to-date.
- Responsible for liaising with the student-led PhD Council on events being held by them and assisting the PhD Council on events where needed.
- The main focal point for liaising with the Faculty's Graduate school
- Responsible for supporting -the ISGA PhD Dean, in close cooperation with the Coordinator for Well-being, Inclusion, Diversity and Equal Opportunity (WIDE) and heads of research groups and supervisors- the pastoral care, well-being and integration of PhD students into the Institute.
- Responsible for identifying and expanding suitable PhD supervision procedures with a view to encourage Assistant and Associate professors' co-supervision arrangements, thereby expanding ISGA's supervision capacities.
- Develop, in cooperation with the student-led PhD Council, possible training activities (such as training in methods)

Desirable profile

The ISGA PhD Coordinator should have the following qualifications and profile:

- Clear vision and competence for implementing the Institute's and Faculty's PhD strategy with the aim of providing ISGA with a sustainable, high-quality and satisfied cohort of PhD students;
- Knowledge of national and international standards of quality assurance and the ability to implement them in a collaborative manner;
- Competence of identifying and facilitating the acquisition of top talent and financing opportunities;
- The ability to liaise effectively with the Head of Research, PhD supervisors in possession of a *ius promovendi* and suitable co-supervisors within ISGA's Assistant and Associate professors pool in order to enhance ISGA's PhD guidance capacity;
- The motivation and ability to implement the Institute's WIDE strategy with a particular emphasis on PhD students - in close cooperation with the PhD Council and regular meetings of PhD students of all categories;
- Tact, acumen and the ability to navigate the difficult waters of satisfying the needs of PhD supervisors, co-supervisors PhD students, the Institute's strategic research goals and Faculty-/University-wide needs.
- Experience of co-supervising or supervising PhD students.

Selection Procedure

Members of the academic staff (minimum Assistant Professor) **with the desired profile and motivation are encouraged to submit their expression of interest to the Scientific Director**, in the form of a letter of motivation (2 pages) that outlines his/her vision and plans of addressing the core points outlined above **by 25th November 2021**. The initial term will be for 2 years, renewable. The position will count as 0.2 FTE "administrative service" relief under the Institute's work-load framework. Time compensation will be offered within the constraints and possibilities of Institute-wide demands (to be discussed with the individual candidate). The PhD coordinator will report to the Institute Board and will work closely with the WD, Heads of Research Groups and Professorial staff (full professors) as well as for educational purposes with the Education Director.