

ROLE PROFILE

Job Title:	Associate Director of the MAH Research Institute
Grade:	Grade 6 hourly rate: £17.08
School/Division:	Media, Arts and Humanities
Location:	tbc
Responsible to:	Institute Director / Associate Dean of Doctoral Studies
Time commitment:	No more than 6 hours per week for a duration of 12 months running from 1 st September 2023 – 31 st August 2024 – these hours will be ad hoc to meet the needs of the role
Direct reports:	N/A
Key contacts:	Institute Theme Lead, Research PS Team, Research PGR PS Team, Director of CHASE (Sussex) and PGR Professional Development, Doctoral Convenors, Doctoral Research Events Coordinator (PGR role)

Context

The Initial Annual theme for the [MAH Research Institute](#) has recently been chosen as [Beginnings](#). This is an opportunity to showcase the School of Media, Arts and Humanities, to open new interdisciplinary possibilities, and to foreground our research ideas, dynamism, and innovation to the rest of the university and beyond.

For the coming academic year, we plan to recruit a PGR Associate Director to work with the Institute Theme leads (Chloe Porter and Ed Hughes) to develop a programme of activity embodying and inspired by the theme – **Beginnings**.

The aim of the theme is to generate a combination of internally- and externally-facing activities throughout the year as well as potential cross-listed events with established [MAH research centres](#) and clusters. The year will culminate with a key-note speaker/headline event at the [Sussex Festival of Ideas](#). We also hope the theme activities will lead to impact and/or external funding possibilities to enable their sustainability beyond a single year.

The theme is intended to generate debate, enrich teaching, and builds on research strengths in MAH (for example the [Sussex Humanities Lab](#), the [Stuart Hall Fellowship](#), [Black at Sussex](#), or established links with other schools).

Role description:

Working closely with MAH Research Team, the Associate Director will ensure PGR representation in Institute initiatives and promote PGR involvement in the Institute Annual Theme. The successful candidate will understand the range and nature of doctoral research in the School of Media, Arts, and Humanities. They will join the Institute Steering Group (meeting once a term), the Festival of Ideas

working group, and a theme working group which will meet more regularly.

The Associate Director of the Institute will also liaise between doctoral researchers and the Institute Director, the Associate Dean for Doctoral Studies, Doctoral Convenors, and the Research PS team in relation to events and queries relating to the Institute, and work closely with the Doctoral Research Event Officer (an annually advertised post now in its third year).

This new role aims to provide a professional development opportunity to a member of our School PGR community for one year alongside their own research.

Please contact Paige Thompson (mah-pgr@sussex.ac.uk) or Lucy Robinson, Associate Dean for Doctoral Studies, (l.robinson@sussex.ac.uk) with informal enquiries.

PRINCIPAL ACCOUNTABILITIES

- Represent MAH's postgraduate community in Institute meetings
- Provide information, advice and guidance on the Institute for doctoral researchers
- Engage in Institute events programming and strategic initiatives

KEY RESPONSIBILITIES

- Proactively and collaboratively work with Doctoral Researchers to ensure they are represented in Institute initiatives and meetings
- Work closely with the Institute Director in developing the Institute's internal and external profile and annual theme
- Developing and maintaining productive and collaborative relationships with doctoral students, managers, colleagues, and other service areas demonstrating professional credibility
- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers and training providers
- Researching areas of enquiry to ensure appropriate advice is given
- Awareness of communication channels within the University especially those utilised by Doctoral Researchers working in partnership with the Doctoral Research Events Officer (PGR role)
- Experience in organising and promoting events

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Associate Dean for Doctoral Studies

Working under comprehensive direction within a clear framework, the post holder will manage their own work and achieve agreed objectives. In doing so they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

Essential criteria:

- Excellent communication skills both written and verbal
- Evidence of collaborative working including relationship building and developing ideas
- Excellent organisational skills and experience of working to deadlines
- Effective planning and organisational skills
- Well-developed interpersonal skills with the ability to quickly build rapport
- Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.

Desirable criteria:

- Knowledge of the research environment in the School and University
- Ability to budget effectively for events
- Awareness of communication channels within the University, in particular those utilised by Doctoral Researchers
- An understanding of the structure and role of the MAH Research Institute
- Knowledge of the research environment in the School and University

ESSENTIAL ROLE SPECIFIC CRITERIA

1. A current doctoral researcher within the School of Media, Arts and Humanities
2. Experience of successfully planning, organising and promoting research events
3. Good working knowledge of the doctoral research environment
4. Ability to work flexibly within a small team and on own initiative.
5. Competent IT skills to effectively manager own workload – MS Suite

To apply, please send a copy of your CV and a Covering Letter detailing *ideas for events that could reach a range of audiences inspired by the theme 'Beginnings' that would be of interest to doctoral researchers in MAH* to mah-pgr@sussex.ac.uk

Deadline for applications: Monday 17th July