SMSTC

SMSTC Director – Open call

We are seeking an SMSTC Deputy Director, to start the role in January 2027.

During 2027 the Deputy Director will shadow the current director (Ana García Lecuona, University of Glasgow) and take over the Director role on January 1st, 2028. The key aspects of the role and timeline are described below.

This is a strategic role which brings in the ability to shape PhD learning over the next few years, particularly relevant now in the emerging AI era.

The call is open to all permanent members of staff in the nine SMSTC partner universities. Some sort of first-hand contact with Scottish mathematical sciences PhD students is a prerequisite. Knowledge of the general organisational aspects of SMSTC is strongly desired.

Anyone interested in the role should contact Ana G. Lecuona via email (ana.lecuona@glasgow.ac.uk) copying the SMSTC administrator in CC (admin@smstc.ac.uk).

The call for expressions of interest will be open until November 8th, 2026. Candidates will be interviewed shortly afterwards. Everyone thinking of applying for the role is very strongly encouraged to get in touch for clarifications and informal discussions at any point. A discussion with the corresponding Head of School / Department will be necessary.

The role of SMSTC Director

The SMSTC has had a number of directors since it started running in 2007. It was decided in the last meeting of the Academic Steering and Management Group (ASMG), in May 2026, that an open call will be put out to find the next director to be appointed by the ASMG. Without claiming to be completely comprehensive, this document summarizes the duties of the director together with a rough timeline:

- **It is a 1+3-years role: the first year the candidate is the Deputy Director of SMSTC and shadows the Director's work. The next two years there is no deputy director. A new deputy director should be appointed during the last year of term.**
- **The Director, supported by the ASMG, is the head of SMSTC and it's their responsibility to ensure the correct running of the institution.**

- **Amongst others, the following are responsibility of the Director:**
  - Organise and chair the ASMG meeting in May. This includes preparing the agenda, the minutes from previous meetings, the updated constitution and redacting a director's report; summarising the student feedback, updating the notes for students, staff, Zoom policy and prospectus; drafting the semester dates and timetable; compiling and presenting the final grade summaries for core modules and for PhD students.

  - For the ASMG in May gather financial data from annual report and calculate individual departmental contributions. Send annual accounts letter to University of Edinburgh financial team.

  - Update the workload and consumption spreadsheet and send it to the Heads of School/Department of the nine universities participating in SMSTC.

  - Implement all the actions arising from the ASMG meeting: oversee the invoicing to the departments, make sure final grades are available to students via the module pages, publish result letters, upload all documentation for the upcoming year to the SMSTC website and update all links.

  - Meet up with the website developer, Fraser Murray, to update the service level agreement and discuss any changes on the website. During the year, report issues or development requests.

  - Understand how to restore the SMSTC website from the backup in case of eventuality. This is a technical, not straightforward process.

  - Appoint and work with our four Theme Heads: brief them in their responsibilities and be their point of contact. At different points of the year, remind them about the line-up of teachers, their role in the Opening Symposium, the uploading of the grades and the preparation of the theme summaries for the ASMG meeting.

  - Invite any new external members needed for ASMG and have ASMG ratify the appointments.

  - Remind departmental reps. about any upcoming events and deadlines that need to be advertised during the year.

  - Organise, advertise and supervise all the supplementary modules. This includes liaising with the different CDTs.

  - Organise and advertise the Opening Symposium in Perth, the Teaching Skills Workshop and the Research Skills Day, and any other activities the ASMG decides the SMSTC should embark on.

- Collect and reflect on diversity data regarding SMSTC constitution and activities and decide with the ASMG how to act in this regard.

- Recruit student representatives.

- Look for external sources of funding for SMSTC.

- **Ultimately, the director has the opportunity and duty of reflecting and promoting how SMSTC can evolve through time, by suggesting and coordinating revisions of the curriculum and proposed activities in coordination with Theme Heads, Heads of Department, Departmental Reps. etc. The director should have a feeling for the PhD reality in the Mathematical Sciences in Scotland and strive to keep the offer of SMSTC relevant.**

Important to note here is that the Director counts on the invaluable help of the admin support offered right now by Annabelle MacInnes, part of the Maxwell Institute Graduate School. She provides continuity to the role and is a paramount help when a new director is appointed.

The role of SMSTC Director is supported by the SMSTC universities in the form of workload recognition. The workload models vary between institutions. A discussion with the corresponding Head of School is necessary.