

# DIRECTOR OF ICMS AND PROFESSOR AT THE UNIVERSITY OF EDINBURGH AND HERIOT-WATT UNIVERSITY



## Overview

The International Centre for Mathematical Sciences (ICMS) stimulates and promotes the mathematical sciences through international workshops and conferences of the highest quality. In addition, ICMS runs a popular Research-in-Groups programme and a wide range of Knowledge Exchange (KE) and Public Engagement activities. Recently, we have also developed extensive expertise in running and supporting online events, including for KE purposes. Our events lead to new world-leading research in the mathematical sciences and facilitate new connections to the international community, to other disciplines, industry and government initiatives. ICMS was set up 30 years ago and is jointly operated by the University of Edinburgh and Heriot-Watt University. Following a major increase in funding, ICMS now aims to develop and expand its portfolio, with particular emphasis on sustainability through the provision of online and hybrid events, and on equality, diversity and inclusion. ICMS seeks a full-time director to drive this expansion.

## The Directorship and the Professorship

The successful applicant will hold concurrently the position of Director of the ICMS and a permanent Maxwell Institute professorship in mathematical sciences. The tenure of the Director is for four years with the possibility of re-appointment for a further term of up to four years. The Maxwell Institute is the joint mathematical sciences research institute and graduate school of the School of Mathematics at the University of Edinburgh and the School of Mathematical and Computer Sciences at Heriot-Watt, and the professorship will be held at both Schools, with equal weighting.

The post of Director offers opportunities to pursue personal research. The Director may offer lectures in the Maxwell Institute, take on research students for the PhD degree, and contribute in other ways to the research and teaching activity. At the end of the tenure as Director, the post converts to a professorship with associated duties prioritised so as to support the Maxwell Institute. The professorship will be line-managed by one of the two universities, in consultation with the other.

## Responsibilities

The primary responsibility of the Director is for the overall quality of the scientific programme of ICMS. A secondary responsibility of the Director is for the promotion of ICMS as a centre with a high international profile and outstanding reputation. Practically these responsibilities fall into two categories.

### *Scientific*

- Solicit proposals and encourage proposers for ICMS workshops, with the aim of having a diverse range of high-quality workshops covering the whole range of mathematical sciences and their applications.
- Lead and oversee the development of online and hybrid research activities.
- Continue to develop the Research-in-Groups programme.
- Monitor and nurture Knowledge Exchange activities at ICMS.
- Oversee an efficient and fair peer review system for assessment of proposals, working with the programme committee and the Centre Manager.
- Horizon-scan for new developments involving mathematical sciences and solicit proposals accordingly.
- Innovate and identify other types of activity compatible with the ICMS remit.

### *Managerial and Promotional*

- Attend all meetings of the ICMS Management Committee, the ICMS Board and the Programme Committee as an ex officio member.
- Provide reports to the Management Committee and ICMS Board.
- Ensure that equality, diversity and inclusion underlie all ICMS activities.
- Seek sources of funding to extend and enhance ICMS activities.
- Prepare funding proposals in conjunction with the Centre Manager and the Management Committee.
- Work with the Co-Chairs of the Management Committee and the Centre Manager in raising the profile of ICMS nationally and internationally.

- Liaise and, where appropriate, coordinate activities with the Isaac Newton Institute and the Heilbronn Institute for Mathematical Research.
- With the Centre Manager, represent ICMS at the annual meeting of ERCOM.
- Represent ICMS and promote its aims and objectives in various forums, national and international.
- Act as line manager of the Centre Manager and the Knowledge Exchange Officer.

## Key Relationships

The Director has important relationships with the following committees and individuals:

- The *Management Committee*, which has overall responsibility for all funds and resources, for the appointment and regulation of staff and for the determination and implementation of strategy. It meets at least three times per year. The Director reports to this committee.
- The *ICMS Board*, which oversees and promotes the ICMS and advises the Management Committee. The Director reports on the scientific programme at each of the Board's meetings, normally held twice a year.
- The *Programme Committee*, which provides authoritative peer review evaluations of the ICMS programme and recommends proposals to the Management Committee. A major responsibility of the Director is to collate and analyse referees' and committee members' reports during the evaluation and selection process. The Director can call on the expertise of members of the Programme Committee at any time.
- The *Centre Manager*, who is responsible for the day-to-day administration of ICMS. The Centre Manager works closely with the Director, providing the Director with administrative support.
- The *Knowledge Exchange Officer*, who manages the ICMS Knowledge Exchange activities involving mathematicians, other scientific disciplines and industry. The Director provides guidance and support to this post holder.
- *Organisers of meetings*. Although the Centre Manager is the primary contact at ICMS once funding has been approved, the Director has a vital role, especially early in the planning of the meeting. The Director shares responsibility for the quality of the meeting and can be called upon by the Organisers or the Centre Manager if guidance is required.
- *Funding bodies*. EPSRC provides the majority of the ICMS' annual income. Other funding sources include the London Mathematical Society, the Edinburgh Mathematical Society and the Glasgow Mathematical Journal Trust. The Director plays a key role in liaising with existing funding bodies and new funders.
- *The Maxwell Institute*, comprising mathematical sciences research activities and graduate school of Edinburgh and Heriot-Watt Universities. ICMS is operated jointly by the two universities and the Director needs to liaise with the Heads the relevant Schools in both institutions.
- *The wider mathematical community*. ICMS exists to promote and enhance mathematical research and as such has a responsibility to the wider community. Liaison between ICMS, learned societies, government bodies and sponsors is maintained by both the Director and the Centre Manager.

## Attributes

- Sustained track record of mathematical accomplishments
- Visibility in the mathematical community and evidence of successful community leadership
- Commitment to action with respect to equality, diversity and inclusion
- Strong interest in the development of online and hybrid models for research workshops and collaborations
- Awareness of and interest in advancing the programmes of ICMS, including KE activities
- Enthusiasm for Public Outreach
- Strong interest in and a willingness to engage in fundraising
- Successful record in grant proposal development
- Strong administrative and implementation skills
- Excellent writing and public speaking skills in a wide range of scientific and public contexts
- Excellent interpersonal skills

## Application Process

Applications should be made via the [Heriot-Watt University recruitment portal](#) by **21 February 2021**. It is anticipated that interviews will be held in Edinburgh in the week of 12-16 April 2021 and that the post will be taken up in September 2021. Informal enquiries can be addressed to the Co-Chairs of the Management Committee, Professors Bernd Schroers ([b.j.schroers@hw.ac.uk](mailto:b.j.schroers@hw.ac.uk)) and Jacques Vanneste ([j.vanneste@ed.ac.uk](mailto:j.vanneste@ed.ac.uk)).