

# Head of Secretariat to the Aarhus Institute of Advanced Studies (AIAS)

AIAS is seeking a head of secretariat to work in close cooperation with the director and staff on the further development and implementation of the strategic direction defined for AIAS. The new head of secretariat will also serve as deputy director of AIAS and as a close sparring partner to the director.

[Aarhus Institute of Advanced Studies \(AIAS\)](#) was founded in 2013 with the mission of advancing research of the highest quality at Aarhus University by attracting talented, highly qualified fellows worldwide and across all disciplines. At present, AIAS is hosting 35 international fellows through the EU MSCA-COFUND programme and 25 associate fellows from Aarhus University.

In 2020, Aarhus University and the board of directors at AIAS approved a new joint AIAS-AU strategy for 2020-2028. The ambition of the new AIAS strategy is developing further the strong international profile of the Institute, while strengthening the ties between its fellows and the academic research environments of Aarhus University. In our joint efforts to fulfil the strategic ambitions, we strive to create a unique research environment with emphasis on interdisciplinarity and “slow science”. The success of the AIAS fellows and former fellows in academic achievements and awarded grants is indicative of both AIAS’s position among the leading European Institutes of Advanced Studies, and its contributions to Aarhus University.

## Tasks

Being a sparring partner to the executive director requires a substantial strategic insight, as well as an analytic approach to the political research landscape, locally, nationally, and internationally. Achieving the best possible synergetic development between AIAS as a home to researchers with strong international profiles, and the in-depth scientific and multi-disciplinary research collaborations is a clear ambition of AIAS. Therefore, the successful applicant must

- have a keen eye for cross-disciplinary collaboration possibilities, both for Fellows and for other researchers employed at Aarhus University,
- be visionary and proactive in relation to new development possibilities for the individual Fellow and for AIAS in general. This will entail the ability to adjust, develop, and implement instruments and initiatives contributing to a lively, inspiring, and scholarly ambitious, international research environment,
- have the ability to actively and proactively identify funding possibilities, nationally and internationally.

As head of secretariat (personnel manager), the successful applicant must manage and be visible to a group of six highly dedicated and motivated employees, who work both individually and as a team. The AIAS secretariat is responsible for the daily operation of AIAS, including efficient processes, good cooperation and communication with the various units inside and outside Aarhus University. Therefore, the successful applicant must

- secure both individual and team-oriented sparring, as well as development of the staff,
- actively ensure the coordinated performance of the tasks of the secretariat, and the execution of its activities,
- ensure compliance and alignment of administrative processes and procedures at AIAS and AU.

## Qualifications

We envision the successful applicant having the qualifications listed below.

- Experience with management or advisory functions from a research institution.
- An academic degree at master’s level (or higher).
- A strategic mindset and the ability of seeing possibilities and creating changes, while being attentive to the interests and goals of the Institute.

**Application Deadline:**  
20 May 2021

**Institute/Faculty:**  
AIAS - Aarhus Institute of Advanced Studies

**Academic contact person:**  
Søren Rud Keiding  
keiding@aias.au.dk  
+45  
+45

**Vacant positions:**  
1

**Hours per week:**  
37

**Expected date of accession:**  
01/08/2021

- The ability to create leadership results by enabling others to act, and by being motivated by the empowerment and the success of others; individuals as well as the team.
- Experience from or the ambition to work in an international and multidisciplinary research environment.
- Good communicative skills in both Danish and English.

Aarhus University has signed the charter for more women in management and science, and encourages both women and men to apply for the position.

#### Employment conditions

The employment is subject to the collective agreement for academics employed by the state.

Salary and position as a senior consultant with personnel management.

Average number of working hours will be 37 hours per week.

#### Employment procedure

Application, including CV, must be uploaded to the online application system by 20 May 2021, at the latest.

Interviews are expected to be held in the beginning of June (first and second rounds).

Employment is expected to begin on 1 August 2021, or as soon as possible after that date.

For further information, please see [www.aias.au.dk](http://www.aias.au.dk), or contact Søren Keiding, by email at [keiding@aias.au.dk](mailto:keiding@aias.au.dk), or by phone: +45 2899 2061.

All interested candidates are encouraged to apply, regardless of their personal background.

*The application must be submitted via Aarhus University's recruitment system, which can be accessed under the job advertisement on Aarhus University's website.*

#### **Aarhus University**

*Aarhus University is an academically diverse and research-intensive university with a strong commitment to high-quality research and education and the development of society nationally and globally. The university offers an inspiring research and teaching environment to its 38,000 students (FTEs) and 8,000 employees, and has an annual revenues of EUR 885 million. Learn more at [www.international.au.dk/](http://www.international.au.dk/)*