

Deputy Director – The David Hume Institute

The David Hume Institute is a sharply focused research institute, dedicated to generating and disseminating constructive new ideas on various economic and legal issues. In the tradition of Hume, its analysis is of an empirical nature.

We work to contribute fresh and useful insight to debate on aspects of public policy and we continually seek to engage the interests of individuals from business, government and academe. Our wider aim is to facilitate the open-minded exchange of knowledge and ideas on a broad range of topics.

The David Hume Institute is seeking to appoint a Deputy Director. This is a new post, and the selected candidate will report to the Director, Jeremy Peat, and the Trustees, chaired by Eileen Mackay. Attached to this note are both a job description and a person specification.

We are seeking someone to work for some 2.5 days per week, to help the institute to expand its research and related activities and to enhance its ability to feed into public policy issues at this crucial stage for governance in Scotland. Please feel free to pass this information on to anyone who might be interested in the post – or who might know of others with a possible interest.

Requests for further information should be directed in the first instance to the Institute's Development Director Catriona Laing at c.laing@ed.ac.uk who will forward to Jeremy Peat as appropriate.

We are looking to fill the post by the summer and the closing date for applications is 31 May 2008. Applications should be accompanied by a full CV and names and contact details of two referees. These referees will not be approached without the candidate's agreement.

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DEPUTY DIRECTOR, DAVID HUME INSTITUTE

JOB DESCRIPTION

The David Hume Institute is a research organisation founded in 1985 and specialising in legal and economic aspects of public policy. It produces a series of Occasional Papers, and other works, and mounts conferences, seminars and public lectures. The Institute is registered as a Scottish Charity (SCO 91239) and is incorporated as a company limited by guarantee (Coy No 91239). Funding is by subscription, donation, sponsorship, sales and fees. It is managed by a Board of Trustees and a part-time Director. The Director is primarily responsible for the Institute's publications and for devising the conference and seminar programmes of the Institute. The main objects of the Institute are to promote discourse and research on economic and legal aspects of public policy.

The Trustees now wish to create an additional post of Deputy Director to support the current Director Jeremy Peat.

At present the Director is supported by three part time officers - Catriona Laing, (Development Director), Lesley Sutton (Research Officer) and Carolyn Wilkinson, (Administrative Assistant)

Main tasks

The Deputy Director will work closely with the Director to deliver and further the aims of the Institute. This will include

1. Planning and implementing a forward programme of events, writing reports and editing and overseeing publications
2. Designing, undertaking and delivering original research
3. Managing research undertaken externally
4. Identifying, securing and liaising with high quality speakers, chairs and authors to deliver this programme
5. Securing suitable sponsors for events and projects including research funding
6. Growing the membership and donor base
7. Growing the influence of the Institute on public policy, (including media liaison)
8. Managing the people and other resources of the Institute to best effect

Working arrangements

The Deputy Director will be responsible to the Director, and responsible for the support functions of the Institute. Event management is currently outsourced (In Conference Ltd) and company secretary services; office management and secretarial administrative support are provided on a contractual basis.

The Deputy Director will be expected to devote an average of at least 2.5 days a week to duties at the Institute with flexibility in the pattern and location of working so as to fit in with the pattern of the Institute's activities. These include evening seminars and attendance at Trustee meetings.

Office space will be available at the Institute's premises at 25 Buccleuch Place, Edinburgh. The Deputy Director will be expected to attend there with sufficient regularity to maintain an effective day to day oversight of the working of the organisation and ensure close liaison with the Development Director and Research Officer.

Terms of appointment

The appointment will be for 1 year in the first instance (to include a 6 month trial/probationary period), with the prospect of extension thereafter if mutually acceptable. The Trustees would give 3 months notice of any intention not to extend the contract. If for any reason the arrangement does not work out to mutual satisfaction then the appointment may be terminated by either party giving 3 months notice.

The Institute will pay the successful candidate a fee for services at a rate of around £20,000 per annum, paid monthly in arrears. The fee is subject to annual review and is due for review on 1 April 2009. The Deputy Director will require to make his/her own arrangements as necessary for payment of tax, national insurance and pension. He/she will not be a Trustee of the Institute.

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PERSON SPECIFICATION

The candidate will be able to demonstrate the following knowledge, skills and experience, and personal qualities:

Knowledge

Essential

- A well developed understanding of Scottish, UK and European governance and public policy issues; and expertise in economics and/or law

Desirable

- Sound network of contacts on which to draw to identify and secure seminar speakers and other contributors

Skills and experience

- A strategic and creative thinker with the ability to design and deliver original research
- Strong communication skills with the ability to engage effectively with senior figures in the business, legal, academic and public sectors and to build and develop strong working relationships with key stakeholders
- Strong drafting skills for report writing and editing, so as to make reports high quality, but accessible to a broad audience
- Experience of undertaking research and of supervising research by others
- Ability to deliver a sustainable budget

Personal qualities

- Strong commitment to the aims of the Institute
- Probity, integrity and discretion
- Able to safeguard the charitable status and political independence of the Institute
- An ability to think through a wide range of topics objectively and sceptically
- Able to achieve the governance standards expected by the Institute's Trustees and stakeholders
- Ability to work constructively with Director, Trustees and support staff