**Nordita Director description**

The Nordita Director is an active researcher with a strong research record in the broad field of theoretical physics and is expected to further develop their research field and contribute to the scientific activities at Nordita.

The director is responsible for the daily running of the institute and in close dialogue with the Head of Administration to ensure professional and efficient administrative support at all levels.

**Tasks and responsibilities of the director include:**

- Strategic development of Nordita in collaboration and dialogue with the Nordita faculty, the Nordita board and the host Universities.

- Ensuring Nordita’s status as a Swedish, Nordic and International center of excellence for research and researcher education in theoretical physics in its broadest sense.

- Responsibility for the budget (approved by the board) and resource allocation to support implementation of plans and strategies

- Proactive involvement in the selection and planning of scientific programs, workshops and conferences at Nordita

- Proactive involvement in the evaluation process of Nordita Fellows and their subsequent hiring

- Taking an active role in fundraising for Nordita

- Ensuring an inclusive and diverse work environment and continued focus on Nordita being an attractive work place

- Actively stimulating and supporting connections with Nordic researchers and institutions

- Representing Nordita at meetings where director level is required.

- Personnel responsibility of all employees at Nordita (admin personnel can be delegated to Head of Admin) and ensure that employees develop their skills and competencies and facilitate performance and development reviews on a yearly basis

- Visibility of Nordita and its research