**1. Role Details**

**Role title: SICSA Director for Knowledge Exchange and Impact / SICSA Deputy Director**

Institution: Applications are invited from any member of academic staff within a SICSA Institution

**2. Role Purpose**

SICSA is the Scottish Funding Council (SFC) Research Pool in Informatics and Computer Science. The goal of SICSA is to cohere the Scottish Informatics and Computer Science research communities to help increase critical mass and to enable cooperation in Research, Teaching and Knowledge Exchange (KE). SICSA focuses much of its energies on ensuring that ideas, evidence and expertise are exchanged and transitioned from the academic research environment into practice within businesses and the public & third sectors, including government and charities. As a consequence, SICSA has a strong Knowledge Exchange programme, aiming to exploit and enhance the research capabilities and reputation of Scottish Universities, by assisting researchers at all levels in making a greater economic and social impact. The SICSA KE activities are coordinated by the SICSA Director for Knowledge Exchange and Impact / SICSA Deputy Director, with support from the SICSA Executive.

**3. Main Responsibilities**

The SICSA Director for Knowledge Exchange and Impact / SICSA Deputy Director role is part-time, taking approximately 20% of the working week as follows:

Deputise for the SICSA Director in their absence, including preparing agendas for and chairing the regular Directors' meetings, the SICSA Committee and Advisory Board meetings, interacting with SICSA institutions and other stakeholders, and progressing essential SICSA activities.

Alongside the other SICSA Directors, lead on developing overall future strategy for SICSA, including planning for sustainability post-2020.

Developing a Knowledge Exchange culture across the SICSA institutes, by supporting entrepreneurial activities and raising awareness of opportunities for Innovation funding.

Working with the SICSA institutions, industry, government, Scottish Funding Council and other external bodies to leverage further funding for SICSA KE and Impact initiatives, with the objective of developing a full portfolio of programmes post-2020.

Developing relationships with the SFC Innovation Centres and other relevant organisations (Scottish Enterprise, ScotlandIS, angel investors, venture capitalists etc.), to increase collaboration with businesses, government and the third sector within SICSA institutes, and to foster translational research and strategic engagement within the Scottish ecosystem.

Guiding and participating in the organisation of the annual DemoFest event, including proposing invited speakers, participating in the selection of Demos, ensuring that DemoFest meets its goal of enhancing Industrial Engagement and Impact, and promoting the event to industry etc.

Representing SICSA on Advisory Boards and other Committees relevant to KE and/or Impact.

Participating in the SICSA Committee, Research Committee, Advisory Board and Directors meetings, as required, and providing regular verbal and/or written reports on KE/Impact activities and planning, as needed to ensure the effective operation of SICSA.

Acting as an ambassador for SICSA and representing it at various events such as DemoFest, the SICSA Conference, and other external events organised by Scottish Enterprise, SFC and the Innovation Centres.

**4. Knowledge, Skills and Experience**

4.1 Recognised reputation for excellence in engaging external stakeholders and the general public in research and Knowledge Exchange, e.g. through established connections with
industry, government or public engagement;

4.2 Influencing, negotiating, facilitating and relationship-building skills;

4.3 Proven skills in leading, motivating and developing the performance of colleagues and contributing to effective performance;

4.4 Demonstrably excellent communication skills;

4.5 Extensive and high level research and/or knowledge exchange experience successfully
sustained, and productive over the long-term;

4.6 Proven leadership and motivational skills to manage resources, support strategic initiatives and to contribute to the running of a large organisation;

4.7 Established and widely recognised reputation for excellence in the field among peers internationally.

**5. Features of the role**

5.1 Planning and Organising

* Contribute to the development of SICSA strategy in general, in particular overseeing the development and implementation of the SICSA KE and Impact strategy as a key member of the SICSA Directorate.
* Contribute to the organisation of the annual DemoFest event, including the selection of exhibitors and keynote speakers, and seeking sponsorship opportunities for the event, with the assistance of the SICSA Executive and the other SICSA Directors.
* Play an ambassadorial role for SICSA at various internal and external events.
* Represent SICSA on relevant external Advisory Boards and other Committees.
* In liaison with the SICSA Executive, plan KE and Impact activities that foster translational research and strategic engagement with the Scottish ecosystem.

5.2. Problem Solving

* Contribute to planning, budgeting and fundraising to ensure the sustainability of SICSA, especially for KE and Impact activities.
* Consider and suggest reviewers for applications for funding across the SICSA funding programmes, especially those relating to KE and Impact.
* Lead the Directorate interactions with the Innovation Centres, Informatics Ventures, ScotlandIS, Scottish Funding Council, Research Councils etc. on Knowledge Exchange and Impact issues.

5.3. Decision Making

* Lead the development of a step-change in Knowledge Exchange culture across the SICSA institutes, by embedding Knowledge Exchange and Impact activities within the SICSA research themes, Conference and other activities, and by lowering the barriers to engagement through e.g. securing new SICSA funding programmes, working with SICSA institutions to establish their own KE and Impact activities etc.
* Contribute to high-level budgetary decision-making as a member of the SICSA Directorate.
* Contribute to decisions relative to the future structure of SICSA themes and activities, which will be reviewed periodically throughout the life of SICSA.
* Contribute to decisions around SICSA policy advice and interaction with a range of government bodies.

5.4. Key Contacts/Relationships

* Establish and maintain close working relationships with the other members of the SICSA Directorate, and the SICSA Executive.
* Establish and maintain trusted relationships with the SFC Innovation Centres, ScotlandIS, Informatics Ventures, Research Councils and other organisations.
* Establish and maintain good working relationships with members of the SICSA Advisory Board.

5.5. Dimensions and Context

* All members of the SICSA Directorate devote 20% of their time to SICSA duties.
* This post has no direct funding from SICSA. It is considered to be part of the SICSA Institutions’ in-kind contribution to the Pool.
* SICSA has an annual baseline budget of approximately £200K. There is strong demand for all SICSA’s offerings across research, teaching and Knowledge Exchange. A priority for future activity is additional fundraising to increase the scope of SICSA activity and the long-term sustainability of the Research Pool.