

SICSA Education Director

1. Job Details

Job title: SICSA Education Director

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

Funding: The post is funded at £10K per year for 2 years (to be paid directly to the host institution)

2. Job Purpose and Background

SICSA is the Scottish Funding Council 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.

Following discussion with SFC, SICSA's remit was expanded in September 2011 to encompass Education, incorporating many of the activities of the informal Scottish Heads of Computing group.

SICSA Education has a focus on enhancing collaboration across the core activities of Undergraduate and Postgraduate education provision in Scotland. The group represents common interests to government; employers; professional and practitioner organisations; and the wider education sectors. These include resourcing for University Computing programmes, secondary school qualifications, the transition from school to University, and graduate skills.

3. Main Responsibilities

The SICSA Education Director coordinates the SICSA Education group, as well as supporting the overall strategic direction of SICSA. This is a responsible and senior role that can require large amounts of time at certain 'crunch periods', such as the weeks preceding the large annual events. At other times, performing the role may require only a few hours. The successful candidate will be required to attend fortnightly SICSA Directors meetings by conference call, as well as attending biannual SICSA Committee Meetings and annual SICSA Advisory Board meetings. This balances out at about 0.2 FTE over the year.

Key Responsibilities are:

- Organising key SICSA Education events including the annual All-Hands meeting, the Bi-annual New Lecturer Training event and the joint CAS Scotland SICSA conference.
- Managing the SICSA Education budget, which is open to bids for education related events and activities to all SICSA member institutions.
- Facilitating the formulation of SICSA policy on Scottish and UK Computing education, especially at University level, and liaising with SICSA Schools and Departments.
- Organising calls for SICSA Education workshops and events and reviewing all proposals submitted.
- Representing the Informatics and Computer Science sector on the committees of a range of different stakeholders. These currently include (please note that the majority of these committees meet regularly in the Central Belt):
 - The Data Lab Education board
 - Scottish Government Digital Skills: Industry – Education and Training Strategy board
 - Digital Skills academy advisory board (renamed CodeClan Scotland)
 - e-Placement Scotland advisory board
 - Computing at Schools, Scotland
 - SQA Computing Qualifications steering group
 - Skills Investment Plan for ICT (in Scotland)
 - SFC Digital Skills working group.
 - BCS Scotland Committee
- Participating in the regular SICSA Directorate meetings to assist with developing SICSA strategy.
- Support The Data Lab in reviewing PhD, Online Learning and other call applications
- Participating in the SICSA Committee and SICSA Advisory Board meetings
- Representing SICSA at events such as DemoFest, the SICSA PhD Conference, and other external events.

4. Knowledge, Skills and Experience

- 4.1 Extensive and high level research and teaching experience successfully sustained, and productive over the long-term;
- 4.2 Proven leadership and motivational skills to manage resources, support strategic initiatives and to contribute to the running of a large organisation;
- 4.3 Extensive experience in leading the design of programmes and projects and familiarity with the wider Scottish Computing education environment;
- 4.4 Established and widely recognised reputation for excellence in the field among peers internationally;
- 4.6 Proven ability to plan and lead the delivery of high quality teaching programmes;
- 4.7 Proven skills in leading, motivating and developing the performance of colleagues and contributing to effective performance;
- 4.8 Demonstrably excellent communication (oral and written) and interpersonal skills;
- 4.9 Influencing, negotiating, facilitating and relationship-building skills.



Applicants for this post are welcome from all suitable members of academic staff from any SICSA member institution.

If you wish to speak informally about the post, please telephone SICSA Director, Professor Kevin Hammond on +44 (0)1334 46 3241.

Applicants must complete an application form (downloadable from the SICSA web site) and submit to Steven.Kendrick@Glasgow.ac.uk by no later than **Friday 1st December 2017**.

5. Features of the role

5.1 Planning and Organising

Contribute to the development of SICSA strategy as a member of the SICSA Directorate.

Contribute to the organisation of the SICSA Education events.

In liaison with the SICSA Executive, plan calls for applications to the education funding programmes.

5.2. Problem Solving

Contribute to planning, budgeting and fundraising to ensure the sustainability of SICSA.

Contribute to Directorate interactions with the Research Councils (and other key stake holders) on issues on research funding as it relates to collective SICSA interests.

5.3. Decision Making

Lead on budgetary decisions for the various SICSA Education programmes.

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 members of all relevant external bodies where they are the SICSA representative.

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.

The post is funded at £10K for 2 years, to be paid annually to the host institution.

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.