

1. Job Details

Job title: Director of the SICSA Graduate Academy.

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

2. Job Purpose

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. The SICSA Graduate Academy (SGA) is an international graduate school in Informatics and Computer Science. All Informatics and Computer Science PhD students who are registered with a Scottish University are members of the Graduate Academy and can participate in SICSA activities without charge. The SGA is coordinated by the Graduate Academy Director, with support from the SICSA Executive.

3. Main Responsibilities

The SICSA Graduate Academy Director role is part-time, taking approximately 20% of the working week as follows:

Working with the SICSA Executive to deliver the Graduate Academy funding programmes including: Distinguished Visiting Fellowships, Summer School and Conference sponsorship, SICSA Student Funding programmes, Research funding and Postdoctoral and Early Career Exchanges (PECE) (7%).

Participating in the organising committee of the annual SICSA Conference (4%).

Participation in the ongoing sustainability initiative of the SFC Research Pools and involvement in Research & Innovation Scotland activities (2%).

Participating in the regular SICSA directorate meetings to assist with developing SICSA strategy (2%).

Participating in the SICSA Committee and SICSA Advisory Board meetings (2%).

Participating in The Data Lab Governance Board (2%).

Representing SICSA at external events (1%)

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;
- 4.4 Established and widely recognised reputation for excellence in the field among peers internationally;
- 4.5 Recognised reputation for excellence in engaging external stakeholders and the general public in research and knowledge exchange;
- 4.6 Proven ability to plan and lead the delivery of high quality research and/or 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.

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 SICSA Flagship Conference(s) , advising the Academic Chair and organising committee, with the help of the SICSA Executive.

May be required to contribute to the running of The Data Lab as a member of the Governance Board.

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

5.2. Problem Solving

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

Consider and suggest reviewers for applications for funding across the SGA funding programmes.

Contribute to Directorate interactions with the Research Councils on issues on research funding as it relates to collective SICSA interests.

5.3. Decision Making

Lead on budgetary decisions for the various SGA funding 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 research 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 close working relationships with the members of the SICSA Research Committee.

Establish and maintain trusted relationships with the members of The Data Lab Governance Board.

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.

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.