

SICSA Director of Education

1. Job Details

Job title: SICSA Director of Education

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

It is expected that the candidate devotes 0.2FTE (one day a week) to the role.

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. Facilitated by the careful management of the SICSA central funding, a budget comparable to that for the SICSA Research Themes was allocated for Education activities.

It was agreed early in the life of SICSA Education that it would necessarily be lean and lightweight rather than all-encompassing, with a focus on enhancing collaboration across the core activities of Undergraduate and Postgraduate provision. It was also agreed that SICSA Education should also seek to represent common interests to government; to employer; professional and practitioner organisations; and to the wider education sectors. These include resourcing for University Computing programmes, secondary school qualifications, the transition from school to University, and graduate skills. Finally, it was agreed that the All Hands group might co-opt representatives from beyond SICSA, for example from Computing in Schools (Scotland) and ScotlandIS.

3. Main Responsibilities

The SICSA Education Director role is part-time. This is a responsible and senior role that can require large amounts of time at certain 'crunch periods', such as the week before the large annual events. At other times, performing the role may require only a few hours. 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 SICSA annual conference.
- Managing the SICSA Education budget.
- 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 workshops *etc.* and reviewing all proposals submitted.
- Lead the SICSA Education Champions group.
- Representing the Informatics and Computer Science sector on the committees of a range of different stakeholders. These include, but are not limited to :
 - Cyber Nexus
 - SDS Digital Skills Group
 - ScotlandIS Digital Skills Advisory Board
 - BCS Computing Education Committee

Participating in the fortnightly 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 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.

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.