Administration Officer – Research Development (0.8 FTE)
Mackintosh School of Architecture

The Glasgow School of Art

The Glasgow School of Art is one of Europe's leading higher education institutions for creative education and research. We are organised into three schools - the School of Design, the School of Fine Art, and the Mackintosh School of Architecture, with the Department of Historical and Critical Studies providing a key component to all undergraduate degrees in art and design, and Research and Postgraduate Studies providing a significant area of growth and development. The School has over 350 full and part-time staff and has an annual turnover in excess of £17 million. Over 84% of academic staff are research active.

Our distinctive, specialist, practice-based education in architecture, design and fine art is internationally recognised. Nearly 20% of our 1,700 student are international and the School continues to be an institution of choice for many Scottish students, reflecting the important role the institution has within Glasgow and nationally within Scotland.

The GSA is an environment in which difference is encouraged and diversity of background and approach is valued. We share a passion and concern for visual culture and this is central to our vision to provide world-class creative education and research which make a significant economic, educational, cultural and social contribution.

The Mackintosh School of Architecture

The Mackintosh School of Architecture enjoys an international reputation built on its commitment to the craft of building considered in a social and, in particular, an urban context, and where issues of sustainability are explored in depth. A wide range of techniques and media are used to develop and test architectural ideas, from the physical to the virtual and from sketching to advanced 3-D digital modelling.
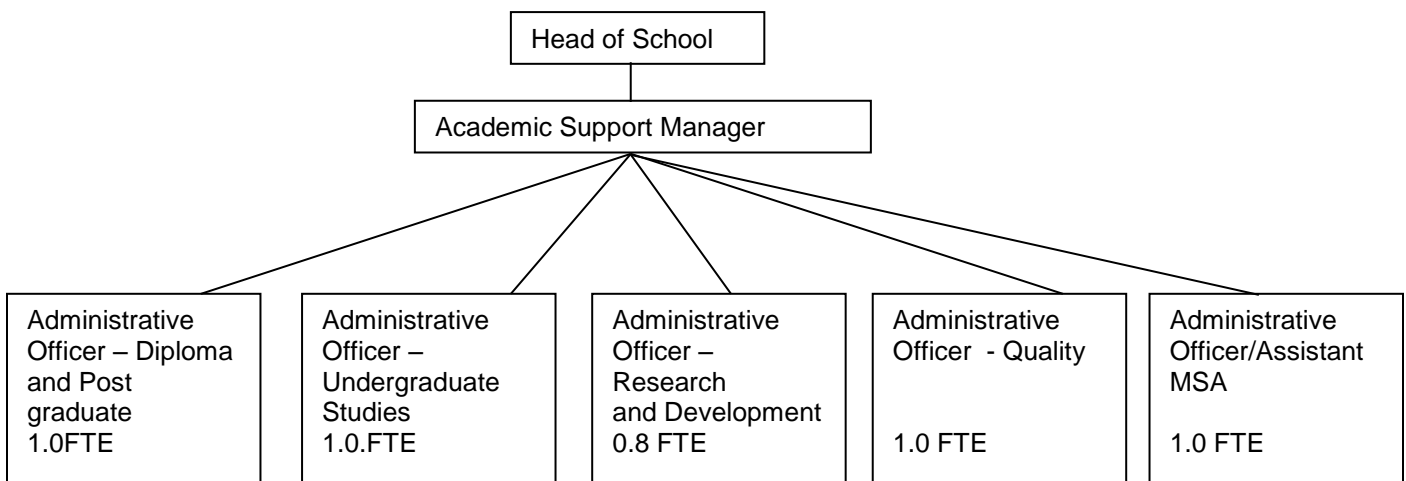
The School is extending the influence of its research activities in order to generate post-graduate growth, offering specialisation alongside its strong generalist undergraduate and diploma course. The current research strengths are in: -

- Energy, environmental design and sustainability through the Mackintosh Environmental Architectural Research Unit – MEARU Unit
- Urbanism, urban design and housing, particularly through the role of the school in leading the Glasgow Urban Laboratory, a partnership with Glasgow City Council and the Lighthouse, Scotland's Centre for Architecture, Design & the City.
- The use of advanced 3-dimensional modelling techniques to simulate environments (in collaboration with the GSA's Digital Design Studio).
- Creative design research.
- History of Architecture and Urban Studies (HAUS) Unit.
- Architectural practice and collaborative practice with artists and designers.
- Architectural pedagogy

The Role

Job Title   Administration Officer – Research Development
                             0.8 FTE

Reports To   Academic Support Manager (MSA)

Job Purpose   To deliver a professional administrative service in
                             support of the central administration of the MSA
                             and research development, including committee
                             servicing, funding applications, Knowledge
                             Transfer, CICStart, maintaining research activity
                             databases, Pipeline database, managing research
                             project accounts and providing support to the GSA
                             Sustainability Group.

                             To provide administrative support to the Head of
                             School with regard to diary management,
                             correspondence etc, related to academic and
                             professional duties within the MSA/GSA.

                             To provide administrative support to the Academic
                             Support Manager and the Research Developer,
                             and staff working on research projects, networking
                             locally, nationally and internationally.

Organisational Chart

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                    │  Head of School │
                    └─────────────────┘
                             │
              ┌──────────────────────────────┐
              │  Academic Support Manager     │
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Administrative Officer – Diploma and Post graduate 1.0FTE	Administrative Officer – Undergraduate Studies 1.0.FTE	Administrative Officer – Research and Development 0.8 FTE	Administrative Officer - Quality 1.0 FTE	Administrative Officer/Assistant MSA 1.0 FTE

Relationships

Main relationships are: -

Internal
- Academic Support Manager
- Head of School
- Deputy Head of School
- Programme Leader
- Academic Staff
- Technical Staff
- Students
- Support Departments e.g. Registry, Finance
- Other Schools within GSA

External
- General public
- External Examiners
- Suppliers of goods and services
- Clients (MSA Consultancies etc)
- Employers (KTP Partnerships)
- Public Bodies

Principal Accountabilities

The principal duties and responsibilities of the post holder are to:

- Assist the Academic Support Manager and take an instrumental role in ensuring the smooth working of the office/department(s).
- Telephone and reception duties, dealing with enquiries from clients, funding councils, external bodies.
- Maintain mailing lists including dealing with receipt and dispatch of mail
- Type, detailed reports, research papers and academic plans, including input into the style and format of the documentation as necessary.
- Assist with preparation of funding council bids and Knowledge Transfer Partnership applications.
- Databases – Data input and generation of reports from Database sources, Pipeline model.
- Financial tracking through various Research Project accounts.
- Service committees and act as Minute Secretary, liaising with Convener re: agenda, minutes and related papers.
- Assist with preparation of research papers for publication, presentations, exhibition and conference presentations etc.
- Arrange travel, accommodation etc for conference attendance.
- Diary co-ordination for staff.
- Liaise with internal support departments including, Estates, Finance, Research.
- Filing, faxing, photocopying and operation of all necessary office equipment.
- Undertake any such duties as the Academic Support Manager or Head of Research/Research Developer or Head of School may reasonably request.

Key Challenges

To liaise with other members of the admin team and the research project teams.

To develop an understanding of the aims and objectives of the MSA, the committee structure, the research strategy and the reporting systems.

To develop an understanding of the structure of the Glasgow School of Art and the relationships between the Schools, Finance and other central services.

Person Specification

Background experience and qualifications:

- Educated to Higher level or equivalent, and/or have relevant administration experience.
- Experience of working within the Higher Education Sector would be an advantage.

The Administrative Officer reports to the Academic Support Manager, and through him/her to the Head of School. She/he will receive guidance from the Academic Support Manager and the Programme Leader to whom she/he is assigned to provide support for.

Skills:

- A self-starter who can demonstrate a high level of organisational ability and be capable of operating with a minimum of supervision in assessing and responding to non-routine work/situations.
- capable of working on their own initiative as well as functioning as part of a team and show sufficient flexibility to cover for colleagues in their absence.
- A working knowledge of relevant systems, equipment, processes and procedures is a requirement of the post, as is an understanding of relevant policies and legislation.
- An up-to-date knowledge of developments and trends in Higher Education is highly desirable, as is a willingness to undertake training and staff development as required.

<u>Terms and Conditions</u>

Contract: Permanent

Probationary Period: 6 Months

                                         It is recognised that there is an inevitable "settling in" period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions and interview and as set out in the Job description.

Hours of Work: 28 hours per week

Salary: Grade 3   £19,305 - £22,214 per annum pro rata

Holidays: 30 days, +11 statutory holidays per annum pro rata

Pension: Option to join Strathclye Pension Fund or Strathclyde Local Government Superannuation Scheme

Notice Period: 1 month