

**Senior Policy Officer (0.4 FTE)**

**Corporate Governance Office**

**Fixed Term – 6 months**

**The Glasgow School of Art**

---

The Glasgow School of Art is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2050 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing

interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

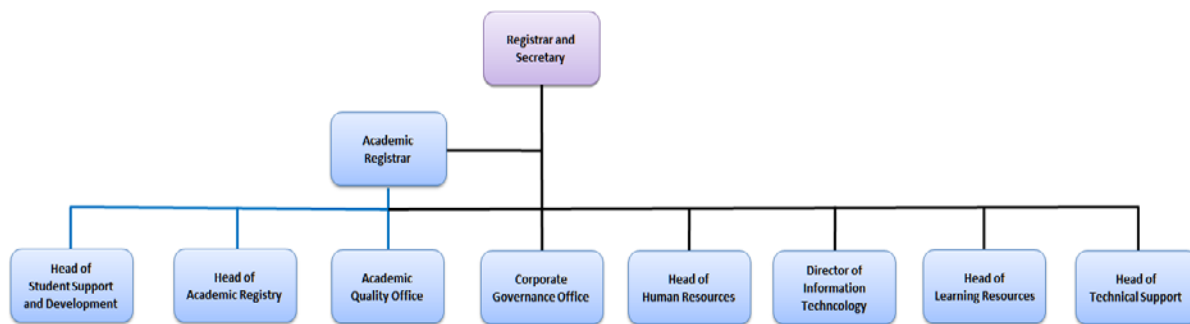
## **The Studio**

Our studio-based approach to learning and innovation has particular relevance in the 21<sup>st</sup> Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

## **Corporate Governance Office**

The Corporate Governance Office supports the Board of Governors and plays a key role in addressing, informing or co-ordinating many aspects of GSA's legal and compliance obligations.

The Corporate Governance is led by the Registrar and Secretary, and fits within a wider portfolio of professional support areas, as set out below.



## **The Role**

---

<b>Job Title</b>	Senior Policy Officer
<b>Location</b>	Rose Street, Glasgow
<b>Reports to</b>	Registrar and Secretary

### **Purpose**

Reporting to the Registrar and Secretary, the post holder will be responsible for undertaking expert analysis and preparing reports on behalf of the Registrar and Secretary regarding various aspects of Corporate Governance, including preparation for alignment with the revised Scottish Code of Good HE Governance and with the Higher Education Governance (Scotland) Act 2016. In addition, the post holder will support the Registrar and Secretary in reviewing and making recommendations to enhance governance arrangements across The Glasgow School of Art.

To be successful in this role, you will have a thorough knowledge of Higher Education and corporate governance issues and best practice, including governance codes and their application. In addition, the post holder will have an understanding of the legal framework within which the Board of Governors functions and an appreciation of the need to work within that framework.

### **Key Accountabilities**

Reporting to the Registrar and Secretary, the post holder will:

- undertake expert analysis and prepare reports on behalf of the Registrar and Secretary following the recent external five yearly review of corporate governance
- work with the Registrar and Secretary to ensure alignment with the Scottish Code of Good HE Governance
- work with key stakeholders and contribute to the revision of GSA's Statement of Corporate Governance with the aim of enhancing and supporting HE governance within GSA
- in conjunction with the Registrar and Secretary, undertake a review of GSA's Order of Council
- research corporate governance issues relevant to GSA and analyse and assess information and guidance from a range of sources
- Contribute to the preparation for alignment with the pending revised Scottish Code of Good HR Governance
- Along with the Registrar and Secretary, create alignment with the Higher Education Governance (Scotland) Act 2016
- Undertake continuing professional development and participate in sector level networks

- Fully and productively participate in GSA wide processes such as equality impact assessments and health and safety
- Deliver any other duties that may be reasonably required by the Registrar and Secretary

### **Relationships**

#### **Primary Internal contacts**

Registrar and Secretary  
Assistant Secretary to the Board  
Members of relevant GSA committees and groups

#### **Primary external contacts**

HEI's and sector working groups  
External consultant participating in GSA's review of corporate governance.

### **Person Specification**

The role-holder will demonstrate:

#### **Experience and knowledge**

##### **Essential**

- Educated to degree level
- Relevant professional qualification
- Detailed experience and extensive knowledge of higher education governance
- Legal background
- High level ability to engage with solicitors regarding advice to GSA
- Excellent knowledge of the broad external context in which universities operate
- Demonstrate a record of managing engagement with internal and external stakeholders in higher education or a similar environment.

##### **Desirable**

- Evidence of relevant and applicable CPD
- Experience of committees' in higher education or a similar environment.

#### **Skills**

- Excellent communication skills, both in terms of preparing written materials, reports and papers, and in using highly accomplished interpersonal skills to actively engage relevant GSA staff on relevant issues.
- The ability to work independently and be responsible for taking decisions.

- Excellent judgement, personal integrity and a strong commitment to enhancing service provision.
- Demonstrate a track-record of developing successfully internal and external partnerships.

### **Terms and Conditions**

Contract:	Fixed Term - 6 Months
Probationary Period:	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 also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is one month.
Hours of Work:	0.4 FTE - details to be agreed with the Registrar and Secretary
Salary:	Grade 6 £31,604 - £36,613 per annum pro-rata
Holidays:	35 days plus 11 statutory holidays per annum (pro-rated)
Pension:	Option to join Strathclyde Local Government Superannuation Scheme
Notice Period:	1 month