

**Programme Leader  
Interaction Design (1.0FTE)  
School of Design**

**The Role**

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Job Title	Programme Leader
Location	School of Design
Reports to	Head of School of Design
Purpose	<p>The Programme Leader (PL) is a key role in the design and delivery of the Interaction Design programme and future developments within the subject area. Responsibilities include:</p> <p>To develop and maintain a distinctive studio ethos and approach to contemporary design and its challenges expressed through project-based learning.</p> <p>Co-ordination of teaching faculty and Visiting Staff, production of annual curricula and timetables, management of review and assessment processes and authoring of Programme Monitoring Annual Review documents (PMAR).</p> <p>To ensure the assessment and administration of student progression, and oversight of graduation (exit) as required.</p> <p>To be responsible for all administrative aspects of programme operation including delivery and management of the programme; academic and personal support of its students, and for the co-ordination, management and development of the staff team.</p> <p>To support Lecturing staff in their development of teaching and learning materials and to contribute to Programme innovation and development</p> <p>To monitor and support direct reports through career review and development</p> <p>To ensure compliance with all GSA specified student monitoring requirements and oversight of recruitment processes.</p>

**Key liaisons:**

- Head of School
- Design School Management Team (DSMT)
- External Examiner

**Key Accountabilities:****Academic / Educational**

- Co-ordinate an academic team devising and delivering curricular content within the programme in discussion with the Head of School;
- Oversee curriculum planning, timetabling, staffing and monitoring (Stage/annual) of programme delivery;
- Support student learning and staff delivery in the field of Interaction Design;
- Lead academic provision of pastoral responsibilities in respect of students;
- Manage marketing, publicity and recruitment strategies in collaboration with GSA Communications & Marketing (including website, marketing publications, etc);
- Encourage the development of innovative approaches to programme delivery and ensure appropriate levels of attainment are achieved;
- Lead the evolution of a distinctive field of study in Interaction Design
- Developing, maintaining and updating the programme documentation and oversight of validation arrangements.

**Operational**

- Co-ordinate the Programme(s) recruitment processes, and ensure admissions targets are achieved across all relevant categories;
- Work with the GSA's Head of Marketing, Communication & Strategy to devise and implement a marketing strategy for the programme portfolio;
- Contribute to and co-ordinate educational visits, field work, activities and exhibitions as directed by the Head of School;
- Ensure all programme materials – prospectus/handbooks/website, etc. – is updated in liaison with Registry, Policy & Governance and Marketing;
- Oversee induction process for new and returning students is provided in an appropriate fashion;
- Oversee induction process for new staff appointments (in conjunction with HR);
- Represent the Programme within School of Design Management Team and the GSA's administrative structures;
- Undertake the necessary negotiations internally and externally in order to develop the programme;
- Undertake Health & Safety duties and observe procedures within own area of responsibility in relation to all Staff, Students and Visitors;
- Encouraging the development of innovative approaches to programme delivery and ensure that teaching delivery achieves the educational standards of the academic unit.

**Admissions**

- Aligning the programme marketing and publicity strategy with recruitment processes and admissions;
- Overseeing coordination of admissions process in liaison with Registry.
- Ensuring that the programmes achieve student target numbers in all categories.

### **Liaison and Networking**

- As required, act as an external examiner;
- Develop links with external contacts (other institutions), and professional bodies to foster collaboration;
- Lead and develop internal and external networks.

### **Strategic**

- Lead portfolio development;
- Co-ordinate development of student learning and curricular development in line with external research, professional developments and quality assurance/enhancement frameworks as directed by the Head of School;
- Develop cross-GSA activity/projects and collaborations;
- Cultivate international partnerships – academic and professional;
- Lead in the evolution of teaching, learning and assessment strategies across Interaction Design (PGT) and related disciplines.

### **Key Challenges**

- Support and extend academic excellence in the field of Interaction Design and related educational fields by working with academic colleagues and support staff on developments and changes in the curriculum;
- Maintain a reflective and critical view of the intellectual subject area and link this to contemporary design/making practices through gathering knowledge of developments in learning and teaching;
- Link studio practices to curriculum development and pedagogical innovations;
- Contribute to achieving institutional excellence recognised through an engagement with sector wide enhancement initiatives and their institutional impact (ELIR/Periodic Review etc.)

### **Person Specification**

#### **Experience and knowledge**

- Educated to Postgraduate degree level or beyond in a design or design-related discipline (appropriate Industrial/Professional experience will also be considered);
- Significant teaching experience in a Higher Education Institute, preferably in an Art/Design School environment (significant experience in an industrial context will also be considered);
- Capacity to lead discussions in teaching and learning approaches appropriate to degree level, or beyond;
- Experience of current debates, trends and issues relating to the expanding field of Interaction Design, especially the centrality of design practice as a mode of enquiry exploring contemporary social, political or economic issues;
- Willingness to lead in curriculum design and development, and to deliver quality enhancement/assurance in concert with the appropriate teaching staff;
- Significant experience of academic timetabling, curriculum implementation and pedagogy
- Knowledge of the quality assurance and enhancement issues faced by PGT education, or comparable;
- Evidence of management/co-ordination activities within Higher Education or industry at a senior level.

### Skills

- Excellent communication skills, attention to detail, extensive knowledge of curriculum design and implementation, a demonstrable aptitude for team-working and collaboration;
- High level of creative interpersonal skills for teaching in a Studio environment;
- An understanding of current debates and trends in teaching/Professional practice;
- Strong communication skills, verbal, visual and artefactual;
- Passion for learning and creativity, strong personal commitment to teaching;
- Awareness of, and sensitivity to, cultural diversity;
- Commitment to equal opportunities and widening participation.

### Management

- Co-ordination and management of programme budgets;
- Convene monthly staff meetings and circulate monthly updates to departmental staff and Head of Department;
- Ensure effective co-ordination of teaching staff, support resources, technical and material resources;
- Undertaking career reviews of direct reports;
- Ensure organisation and operation of Interaction Design in accordance with Code of Assessment and Degree Regulations;
- Ensure that collaborative projects and programmes with partner Institutions/organisations are aligned with GSA and GU's Code of Assessment and degree regulations.

## Terms and Conditions

Contract	Permanent
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 year.
Staff Development:	A minimum of five days are guaranteed under HE2000 terms and conditions. However, the School is committed to encouraging staff development for all its employees, which is to the benefit of the individual as well as the Institution as a whole.
Activity Plan:	Duties and pattern of working will be set out in an Activity Plan. The plan will include: jointly agreed objectives including milestones and outcomes and an appropriate balance of teaching, research, consultancy, scholarly activity, personal development and other possible activities within the duties of an academic.
Salary:	Grade 8, £51,034 - £59,135 per annum
Hours:	35 hours per week
Holidays:	35 days plus 11 public and statutory holidays per annum
Pension:	Option to join the Scottish Teachers' Superannuation Scheme
Notice Period:	Three months