

**Policy and Governance Officer (1.0FTE)
Policy and Governance Department
Permanent**

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 21st 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.

Policy and Governance Department

The Policy and Governance department, reporting to the Deputy Registrar, covers a breadth of functions including:

- Academic standards and quality assurance
- Committee support for Board and central quality assurance meetings
- Governance assurance and effectiveness
- Freedom of Information requests and management of the Publication Scheme
- Institutional complaints handling (Scottish Public Sector Ombudsman Scheme)

The Deputy Registrar reports to, and deputises for, the Registrar and Secretary, and is part of a wider senior management team, which, with Policy and Governance includes the Academic Registry, Student Support and Development, Information Technology, Human Resources, Learning Resources, and Technical Support.

The Role

Job Title	Policy and Governance Officer
Location	Glasgow (Rose Street)
Reports to	Senior Policy Officer
Purpose	Reporting to the Senior Policy Officer, the post holder will play a key role in supporting the Policy and Governance function at GSA. The post holder will work as part of a small team, providing the Policy and Governance department with administrative support for all aspects of policy and governance provision, including central academic standards and quality assurance, and committee management. Whilst the Policy Officer will support designated areas to enable both knowledge and relationships to be developed, they will be expected to work together closely with others to ensure consistency, and to cover for each other as required.

Principal Accountabilities

Under the direction of the Senior Policy Officer, the post holder will:

- Lead and deliver projects as determined by the Deputy Registrar and Senior Policy Officer. This includes undertaking research and analysis of relevant issues, preparation of committee papers and communication plans, participating in project groups, coordination of consultation activity and writing reports.
- Work closely with, and assist the Senior Policy Officer in addressing relevant aspects of GSA's Policy and Governance processes and procedures.
- Deliver expert, proactive, professional and contextually relevant guidance and support on Policy and Governance activity to staff at all levels.
- Support and lead on the review of relevant policy and procedure to reflect changes in the external and internal environment.
- In conjunction with the Senior Policy Officer and Academic Registry, contribute to and support committees and committee cycle management and associated approval processes including programme and course approval, taking accurate and complete minutes and advising as required on matters of policy
- Support and lead on the development of policy, procedure, guidance and information, briefings and reports relating to academic standards and their assurance.
- Contribute to and support the management of assurance and standards in line with Quality Assurance Agency (QAA) and Scottish Funding Council (SFC) requirements.

- Contribute to and provide support in the context of central academic standards and corporate governance, for example the management of formal agreements entered into by GSA with other HEIs.
- Support and contribute, where required, to the management of Freedom of Information requests and institutional complaints.
- Undertake continuing professional development and participate in sector level networks.
- Provide administrative support for the Deputy Registrar, Registrar and Secretary, and the Policy and Governance department to ensure the smooth running of the department
- Deliver any other duties that may be reasonably required by the Senior Policy Officer and Deputy Registrar.

Person Specification

The role-holder will demonstrate:

Experience and knowledge

- Degree or equivalent experience in a discipline relevant to the role and context;
- Relevant work experience in Higher Education or a related sector;
- Knowledge and understanding of Higher Education professional administrative support;
- Experience of Quality Assurance in relation to Higher Education;
- Experience of Committee cycle management including preparing agendas, producing minutes and progressing actions;
- Experience in policy development and report writing;
- Experience in effective project management and delivery;
- Experience or thorough knowledge and understanding of HEI process and procedures regarding academic quality assurance.

Skills and attributes

- Effective written and oral communication skills and proven ability to present challenging material clearly, succinctly and effectively to different audiences;
- Strong administrative and organisational skills and the capacity to effectively prioritise and manage a varied and changing workload;
- A confident and cooperative style with an ability to build positive working relationships with colleagues and partners at all levels;
- A proven track record of working independently and in teams or working groups;
- Competent and confident user of standard IT software packages;
- Proven ability to apply knowledge and expertise in a range of contexts;
- Demonstrably strong analytical skills;
- The ability to support others, provide and receive feedback and work collaboratively with a range of perspectives to achieve an optimal outcome;
- An ongoing commitment to learning and developing knowledge and skills.

Relationships

Principal Internal contacts

- Senior Policy Officer (Policy and Governance)
- Registrar and Secretary and Deputy Registrar
- Head of Academic Registry and the Academic Registry Team
- Members of relevant GSA committees and groups
- Academic Support Managers
- Programme Leaders
- Heads of Departments (academic and professional support)
- President of the Students' Association

Principal External contacts

- HEI's and sector working groups

Terms and Conditions

Contract	Permanent 1.0FTE
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 six months.
Hours of Work	35 hours per week
Salary	Grade 5 (£26,495 - £30,688 per annum)
Holidays	30 days plus 11 statutory holidays per annum
Pension	Option to join Local Government Pension Scheme
Notice Period	1 month