

PA to Head of Innovation School (1.0FTE)
The Innovation School
6 Months Maternity Cover

The Glasgow School of Art

The Glasgow School of Art (GSA) 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 2150 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 continue to grow our student community in Glasgow to our 25% target, 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.

The Role

Job Title	PA to Head of Innovation School
Location	Glasgow
Reports to	Head of Innovation School
Purpose	<p>To provide administrative and secretarial support to the Head of the Innovation School, including:</p> <ul style="list-style-type: none">• Diary management• Liaison with internal and external partners, acting as first point of contact for the Head of Innovation School• Scheduling and servicing of meetings• Managing daily functions of the Head of Innovation School's office (e.g. expense claims etc)

Key liaisons	Head of the Innovation School Operations Director Academic Support Manager Administrative Officers Innovation School staff Programme Directors in Design Innovation Programme Leaders / Lecturers in Design Innovation Design Innovation Research Fellows Head of Research and Postgraduate Studies Research Development Manager Knowledge Transfer Manager Highlands and Islands Enterprise staff Scottish Enterprise staff Institute of Directors staff Scottish Government NHS and NHS Education Scotland, NHS 24
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Key Accountabilities

The PA to the Head of Innovation School will have the following responsibilities:

- Ensuring maximisation of time of the Head of Innovation School by effectively planning and managing diary commitments
- Scheduling and servicing internal and external meetings chaired by the Head of Innovation School, by liaising with and coordinating attendance of participants, coordinating agendas, ensuring relevant papers are received and distributed in advance and making any other necessary arrangements (i.e. venue bookings, catering etc)
- Scheduling and servicing Innovation School committee meetings including Boards of Studies, Research & Enterprise Committee, SSCC's by liaising with and coordinating attendance of participants, coordinating agendas, ensuring relevant papers are received

and distributed in advance, taking minutes, feeding these into relevant GSA committees and making any other necessary arrangements (i.e. venue bookings, catering etc)

- Processing correspondence to and from the Head of Innovation School, including drafting responses to standard queries and monitoring email correspondence in order to flag up when urgent responses are required
- General secretarial duties including typing of correspondence, reports, minutes and agendas
- Anticipating, planning and booking travel and accommodation (UK and international) in relation to business trips on behalf of the Head of Innovation School
- Organising and coordinating programmes and events
- Collating and processing workflow that requires approval or signature of the Head of Innovation School
- Handling of confidential documents, reports and other information in a professional and responsible manner
- Researching and sourcing information on behalf of the Head of Innovation School
- Co-ordinating administration of postgraduate applications for the School, tracking application progress, arranging interviews with applicants, providing regular updates on student numbers to Head of Innovation School and Operations Director and liaising with Registry on processing of applications.
- Participating in the School's Career Review process and undertaking relevant staff development
- Undertaking Health and Safety duties and responsibilities appropriate to the post
- Implementing and actively promoting the equal opportunities and widening participation
- Undertaking other administrative duties appropriate to the post and any other duties as may be deemed appropriate by the Head of Innovation School

Key Challenges

- Managing competing demands in support of the Head of Innovation School's varied workload
- Managing expectations of internal and external contacts in relation to availability of the Head of Innovation School and turnaround times
- Projecting a professional and positive image on behalf of the Head of Innovation School and the Innovation School as a whole

Person Specification

Experience and knowledge:

- Experience of providing dedicated support to Executive level staff
- Significant administrative experience
- Excellent communications skills with strong written and interpersonal skills
- Experience of working in an international and multicultural environment
- Knowledge of relevant Microsoft applications, web-based tools and software where appropriate

The successful candidate will demonstrate:

- Ability to problem solve and make decisions
- Sound judgement
- Excellent time management, meticulous attention to detail and the ability to prioritise whilst working under pressure

- Ability to work to agreed objectives, milestones and deadlines
- An ability to influence others and gain commitment to a common goal
- Strong interpersonal skills and ability to work in cross-sector, cross-cultural or interdisciplinary environment.

Terms and Conditions

Contract	Maternity Cover 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 3 months.
Salary	Grade 3 £19,305 - £22,214 per annum
Hours	35 hours per week
Holidays	30 days annual holiday and 11 days public holiday
Pension	Local Government Superannuation Scheme
Notice Period	1 month