

## **JOB DESCRIPTION**

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**JOB TITLE**

Programme Leader

**REPORTS TO**

Director, Digital Design Studio (DDS)

**JOB PURPOSE**

The role of the Programme Leader is to -

- Provide academic leadership to oversee all aspects of the academic content, planning, management and operation of DDS programmes and pathways.
- Enhance the academic profile of DDS by introducing new Masters programmes and pathways.
- Contribute to Departmental teaching across DDS academic programmes in the areas of medical visualisation, heritage visualisation, and games programming.
- Ensure academic programmes at DDS are competitively marketed and increase student numbers in line with the DDS strategic plan. Increase recruitment of international students across all programmes.
- Lead strategic academic development in DDS and play an active role as a member of the Senior Management Group (SMG).
- Seek collaborative opportunities for postgraduate provision both with external partners and across GSA.
- Ensure that the academic provision benefits from the research culture of DDS and the wider postgraduate community of GSA

## CONTEXT

The Digital Design Studio (DDS) is the largest research centre at the Glasgow School of Art. The DDS combines academic study at postgraduate level with a range of research and commercial activities. Over the last twelve years it has grown significantly concentrating on its core areas of activity which are primarily about the development of new technologies, tools, techniques and methodologies that support new media and digital content creation. In particular, core research focuses on interaction, user oriented interfaces, haptics, gesture, 3D sound and real-time photorealistic 3D visualisation.

The DDS has been successful in winning industrial research contracts including from the Ford Motor Company (across UK, EU and USA centres), QinetiQ, BBC, Historic Scotland, National Museums of Scotland and Glasgow City Council. Research funding has been won from EPSERC, AHRC, EU frameworks.

By combining a range of developed skill sets in 3D imaging and interaction the DDS has established the Scottish Medical Visualisation Network involving a range of partners across Scotland, and in particular, a strategic development partnership with The Royal College of Surgeons and Physicians, Glasgow (RCPSG) and NHS Education for Scotland (NES).

The DDS currently offers two postgraduate programmes: one in Visualisation and one in Sound for the Moving Image as well as a range of opportunities for doctoral study and ambitions for more technical courses. The present complement of masters and PhD students is 40. Currently, a total of twenty members of staff are employed at the DDS across its academic, research and industrial activities. Academically this is an exciting

time for the Department and we are planning to grow new postgraduate provision related to our research and increase student numbers by 50% over the next three years.

DDS has recently moved to new purpose built, highly specified premises within the Digital Media Quarter at Pacific Quay in Glasgow. Here, DDS will build on its successes by developing new areas of research and commercial activity with a range of partners and research collaborators.

The current post is very much seen as part of this enterprise culture. It is hoped that the successful candidate will be able to expand academic provision through energetically developing existing and new postgraduate programmes that reflect the creative and science based research activities that DDS specializes in.

## **ORGANISATION CHART**

See appendix 1

## **PRINCIPAL ACCOUNTABILITIES**

### **Academic/Educational**

- Contribute to departmental teaching, curriculum development and research projects, where appropriate;
- Contribute to the ongoing overall academic, strategic and structural development of the Digital Design Studio;
- Ensure that all DDS academic programmes are taught at postgraduate level (PGT) and align with the GSA's Common Academic Framework;
- Ensure that all DDS postgraduate taught programmes align with the Scottish Credit and Qualification Framework and the national codes of practice;
- Lead the expansion of postgraduate programmes taking advantage of emerging trends and research at DDS;
- Maintain a continued engagement in areas of pedagogy, practice and research within the field, maintaining and developing industrial liaisons where appropriate;
- Be actively engaged in knowledge exchange and impact activities and be aware of and able to exploit external funding opportunities;
- Contribute to the research profile of the GSA by being research active as well as supporting existing research activities and the GSA research strategy in general.

- Promote the interests and enhance the profile of the DDS within GSA and of Glasgow School of Art in a wider world including home and overseas recruitment activity, attendance at seminars and conferences, involvement in external bodies and press and media activity.

### **Operational**

- Work closely with the Director and Deputy Director of DDS and the academic team to provide an enthusiastic, encouraging and challenging learning experience to all students of the DDS;
- Responsibility for the oversight of all aspects of the academic content, planning, management, and operation of the programme and its pathways. Overseeing programme delivery including all aspects of credit structures, learning, teaching and assessment;
- Responsibility for recruitment, admission and assessment of all students on the programmes;
- Responsibility for ensuring department/programme adherence with all current and future Academic Council or Executive Group approved policies and timelines. This would include ensuring compliance with External Examining, Examination Board and Annual Programme Monitoring requirements;
- Responsibility for ensuring departmental/programme compliance with Home Office Immigration requirements and related GSA policy;
- Represent the DDS at committees and meetings within and out-with the school as directed by the Director of DDS;
- Undertake duties associated with the pastoral care of students, including referring to support services where appropriate;
- Manage effectively the human, financial and physical resource issues of academic programmes at DDS.
- Undertake Health and Safety duties and observe procedures within own area of responsibility in relation to all Staff, Students and Visitors
- Undertake career reviews and ensure staff development activities where appropriate;
- Actively promote and encourage equal opportunities and widening participation;
- Undertake administrative duties commensurate with the role.

### **Strategic**

- Development of the programmes in line with external research, professional developments and quality assurance/enhancement frameworks;
- Contribute to maximising opportunities for cross-school activity and growth, and the development of new, interdisciplinary areas of study;
- Contribute to development of the profile for GSA programmes, including international profile, projects and partnerships, and enhance the School's reputation as a leading centre for study in the creative disciplines;
- Support the continued development and delivery of employability and work related learning;
- Contribute to the strategic planning of the DDS;
- Contribute to the income generating activities of the DDS, actively seeking and exploiting opportunities for current and future income generation within the area of expertise.

## KEY CHALLENGES

Key challenges are:

- To expand postgraduate provision by approximately 50% over the next three years.
- To develop new PGT programmes based on current research within DDS that will be sustainable and cost effective.
- To ensure that postgraduate programmes are differentiated in the market place by emphasising the key strengths and expertise that exist at DDS.
- To support growth in PGT and PGR within a culture of continuous quality enhancement and monitoring
- To assist in developing an enterprise culture that places academic provision in a responsive, market oriented position.
- To investigate potential joint degrees with academic and industrial partners.

## RELATIONSHIPS

Internal Contacts:

- Director of DDS
- Deputy Director DDS
- Head of Graduate School
- Head of Visualisation
- Commercial Manager
- Academic staff

## PERSON SPECIFICATION

- Knowledge and Experience;
- Educated to Postgraduate level
- Substantial and demonstrable experience of practice, teaching or research
- Experience of teaching and working with students at postgraduate level is desirable. The successful candidate will be developing and leading the delivery and assessment for a range of modules. For example, Games Programming, Interactive heritage visualisation, Volumetric visualisation, motion capture and 3D Data acquisition & processing.
- A solid understanding of computer graphics, 3D visualisation, and games development.
- An understanding of games programming and previous game development experience using Visual Studio and C++/C# is essential.
- Familiar with XNA Game Studio, Kinect for Windows SDK, and at least one commercial game engine
- Evidence of developing and validating new programmes through all academic procedures and stages.
- To be market aware of UK, European and international markets.
- Knowledge of developments in the UK higher education system, especially at postgraduate level
- Evidence of management experience at Master's level.
- Experience of curriculum design and development and quality enhancement/assurance
- Excellent research profile in an area compatible with research at DDS.
- Experience of managing budgets and finance.

### Personal Qualities;

- A strategic thinker
- An academic and commercial outlook
- Persuasive with good interpersonal skills
- Strong leadership and interpersonal skills
- A proven ability to manage people and resources
- Excellent communication skills
- Commitment to equal opportunities and diversity

## TERMS AND CONDITIONS

<b>Contract:</b>	Permanent Contract with 1 year probationary period.
<b>Probationary Period:</b>	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.
<b>Accredited teaching Qualification</b>	It is expected that all members of Academic staff undertake the Postgraduate Certificate in Learning & Teaching within the first two years of employment, unless a qualification at an equivalent level is already held.
<b>Staff Development:</b>	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.
<b>Salary:</b>	Grade 8 £45,941 - £53,233 per annum
<b>Holidays:</b>	35 days plus 11 public and statutory holidays per annum
<b>Pension:</b>	Option to join Scottish Public Pensions Agency
<b>Notice Period:</b>	3 months
<b>DDS Specific Clauses:</b>	There are also a number of specific clauses included in contracts for staff that work in the Digital Design Studio on areas such as External Business Interests, Confidentiality and Intellectual Property (see Appendix II)

### **External Business Interests**

You must devote your whole time and attention to the School during your working time.

During your employment you are not permitted to undertake any other paid employment outside working hours nor to have an interest in any business or undertaking or engage in any other activities which might interfere with the performance of your duties or cause a conflict of interest or otherwise without the prior written consent of the Director. You must declare to the School any interest you may have in any other business or undertaking which competes with the business carried on by the School.

## **2. Confidentiality**

2.1 You shall not, during your employment, or at any time after the termination of your employment, either personally or in conjunction with any other person, directly or indirectly, unless ordered to do so by the School or by a Court of competent jurisdiction:

- divulge to any person, or
- use for your own purposes or for any purpose which can be prejudicial to the commercial interests of the School and/or a third party or any other purpose, or
- any information of a confidential nature concerning the business, clients, transactions, processes, products, services, technologies, intellectual property, secrets or affairs of the School;
- any information of a confidential nature concerning the business, clients, transactions, processes, products, services, technologies, intellectual property, secrets or affairs of a third party that becomes known to you as a result of your employment by the School

This includes but is not limited to information concerning

- the School's and/or third party's markets, clients and potential markets and customers;



- the School's and/or third party's pricing policy, costs of products and services to the School and/or third party's and the School's and/or third party's profit margins.
- technical data or know how relating to the business carried on by the School and/or third parties; and
- administrative, managerial, employment or other internal policies of the School and/or third parties or the relations of the School and/or third parties with customers, clients, suppliers, competitors, the business community or the public at large.

2.2 All documents (including copies), disks, tapes and other materials held by you containing or referring to confidential information or relating to the affairs in business of the School (and whether or not prepared by you or supplied by the School) are the property of the School and you shall return all such materials (as well as all other School property) to the Employer on the termination of your employment.

### 3. **Intellectual Property**

Because we work in a research and development and new technology environment and the protection and maintenance of intellectual property is fundamental to the success of the School, it is essential to clarify the circumstances surrounding the Intellectual Property Rights arising out of the work which you undertake. By Intellectual Property Rights, we mean intellectual property of any nature anywhere in the world and all rights pertaining to such intellectual property, whether recorded, registered or registerable in any manner and all applications for any of such Intellectual Property Rights. This includes (by way of illustration only) trade marks, patents, copyrights, semi-conductor topography rights, moral rights, design rights (both registered and unregistered), trade secrets, any analogous

rights to any of the foregoing, inventions, ideas, processes, techniques, know-how, algorithms, technology, formulae, research, source codes and object codes.

By law, we own Intellectual Property Rights generated by you, but without prejudice to our general rights as your employer, it is a condition of your employment that: -

- 3.1 All Intellectual Property Rights relating to work carried out by you in the course of your employment or which arise out of tasks given to you (in each case whether or not within your normal hours of work and whether at the School's premises or not and whether or not using the School's materials) or which arise out of work carried out in the School's time or using the School's materials, shall belong to the School as your employer.
- 3.2 Insofar as the School deems this necessary, and without prejudice to the above, you agree to grant such formal assignments of the Intellectual Property Rights to the School as may be required to ensure that all such Intellectual Property Rights are vested in the School. You shall keep the School advised of an address at which you can be contacted for no less than five years after the termination of your employment for such purposes without prejudice to your other obligations in terms of this Clause 3 (including this Clause 3.2) which are without limit in time.
- 3.3 In relation to all works of any nature which are made, created, developed or discovered by you and are capable of use in the business of the School but which do not belong to the School as your employer and were not made, created, developed or discovered in the circumstances set out in Clause 3.1 ("works") you agree to disclose these in confidence to the School as soon as reasonably possible. Such Works may include by way of illustration only, computer software (including programmers' notes, source and object codes) and inventions and discoveries of any nature. The School will have the option (to

be exercised within three months of disclosure of the relevant Work) to acquire all Intellectual Property Rights and other rights of any nature in such Works on fair and reasonable terms to be agreed by the parties (acting reasonably and in good faith) with a further period of three months. Failing agreement, the School undertakes to maintain such Works as confidential on the same terms as are detailed in Clause 2.

To avoid any doubt, you are not entitled to use any of the School's intellectual property, resources, equipment or materials (including but not limited to computer systems) for your own purposes.

- 3.5 Nothing in these conditions affect any rights you may have as an employee under Sections 40 and 41 of the Patents Act 1977.

#### 4. **Restrictions**

- 4.1 By your countersigning of this Statement you undertake that you shall not, save as agreed in writing with the Digital Design Studio, either on your own account or in conjunction with others and, in any capacity whatsoever (including, but without limitation, acting as a consultant, agent, employee or manager and whether direct or indirectly and whether with a view to profit or otherwise:
- 4.1.1 for a period of 6 months after the valid termination of your employment with the Digital Design Studio, solicit, canvass or entice away (or endeavour to solicit, canvass or entice away) from the Digital Design Studio the custom of any person, firm or Employer who was at any time during the period of six months immediately preceding the date of valid termination of your employment a client or customer of the Digital Design Studio and for whose business you were responsible for the purpose of offering to such client or

customer goods or services similar to or materially competing with those of the Digital Design Studio; or

- 4.1.2 for a period of 6 months after the valid termination of your employment with the Digital Design Studio solicit, canvass or entice away (or endeavour to solicit, canvass or entice away) any employees of the Digital Design Studio, (any other researchers or managers) for the purpose of involving such employee(s) in an enterprise or venture competing to a material extent with the business of the Digital Design Studio and whether or not such a person would commit a breach of contract by reason of leaving service.
- 4.2 By your countersigning of this statement you hereby acknowledge that the restrictions contained in this Clause 4 constitute entirely separate and independent restrictions on you and agree that if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason then the remaining restriction(s) shall remain valid and in so far as any such restriction would be void as drawn but would be valid if the period of application were reduced or if some part of the restriction were deleted, the restriction in question shall apply with such modification as may be necessary to make it valid and effective and you agree to execute any further undertaking in such modified terms if requested to do so by the Digital Design Studio.

