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JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Reader, Creative Computing Institute	**Salary:** £52,073 - £62,900
Contract Length: Permanent	**Hours/FTE:** 1.0 FTE
Grade: 7	**Location:** Camberwell College of Arts - Peckham Road, LONDON
Accountable to: Designated Research Leader, Creative Computing Institute	**College/Service:** Creative Computing Institute

Purpose of Role:

This post represents a key appointment to the newly established Creative Computing Institute (CCI). As such this role is an exciting opportunity to play an important role in delivering and developing the research and teaching agenda for this ambitious new creative and interdisciplinary institute at Europe's largest provider of creative education.

Under direction of the CCI Research Leader you will help develop and deliver a credible interdisciplinary and integrated research programme for the institute and based on your track record will contribute to the three institute research themes, which are:

1. Creativity, Machine Learning and Artificial Intelligence
2. Human Computer Interaction
3. Platforms, Big Data and Digital Citizenship.

In terms of teaching and scholarship you will help supervise the institute's PhD candidates and offer research informed teaching, on both the BSc and MSc in Creative Computing, under the direction of the course leader. You will be expected to co-publish with colleagues and PhD students at an agreed minimum level annually and present at relevant conferences accordingly.

As a reader, you will also be required to contribute annually to the institute's social mission under one of its three pillars of; Digital Inclusion; Diversity in Technology; Digital Entrepreneurship. You will also have the opportunity to shape the lab environment of the Institute and will be a present, engaged and active member of the community for both staff and students.

Within UAL, Readers will be expected to make major research contributions to their field of expertise and support research activities and outcomes, actively participate in public, national and international forums for debate and contribute significantly to UAL events. The post holder will develop and locate their research and practice within the research aims and remit of the University of the Arts through work in the field of Creative Computing at the Creative Computing Institute. They will develop and lead research projects and significantly contribute to the academic research profile and activities of the university. The post holder will take a leading role in their appointed field of research. They will plan and initiate the writing of external funding bids as either Principal Investigator or Co-Investigator. Readers are expected to act as Directors of Study and/or supervisors to research degree students as appropriate to their workload.

Research Duties and Responsibilities:

- Under direction of the CCI Research Leader, develop and deliver a credible interdisciplinary and integrated research programme for the new Creative Computing Institute.
- Produce research and scholarship which makes a significant contribution to the furtherance of knowledge and its application within arts, communication or design.
- Support and develop the activities of the Institute working closely with the UAL Professoriate, CCI Research Leader, CCI Dean and University Research staff.
- Contribute to the academic research profile of the CCI through attendance and participation at relevant national and international forums, and through participation at Institute/University conferences and events.
- Lead the development of external funding applications to research councils, charitable trusts and arts agencies

as the Principal Investigator or Co-Investigator.
- Be involved in all aspects of the recruitment, supervision and support of Institute doctoral students.

Teaching Duties and Responsibilities

In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:

Academic
- Contribute to the academic mission of the Institute and its implementation as an active participant within the University and Institute committee structures, ensuring clarity of identity, currency of subject agendas, relevance of learning methods and the fulfilment of appropriate standards at each level of study.
- Provide the vision for the Course, set the agenda for its development and maintaining and enhancing quality.

Quality Management and Enhancement
- Undertake the effective monitoring of the course and lead enhancement activities.
- Contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Deans/Associate Deans.
- Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.
- Contribute to the work of the academic committees of the University and, where appropriate, act as Chair.

Curriculum Design, Content and Organisation
- Ensure that the curriculum is relevant, current and consistent with the mission of the Institute and the vision for the course.
- Ensure that the delivery of the curriculum is organised and resourced appropriately to the academic award, and to the learning styles and developmental stages of the students

Learning Teaching and Assessment
- Ensure that the learning (teaching and assessment) methods employed on the Course are appropriate to the academic award, resources allocated and the demands of the subject and the learning styles and developmental stages of the students.
- Plan and manage the assessment process for the Course, to comply with University policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.
- Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.
- Undertake such teaching duties as are appropriate to the requirements of the course and consistent with your areas of expertise.

Student Support and Guidance
- Ensure that students enrolled on the Course are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University and the College and utilising appropriate channels and media
- In liaison with the Academic Administration Coordinator/Programme Manager ensure that information provided to students enrolled on the Course is current, accessible and consistent.
- Contribute to information provided to students by the University, Institute and Programme
- Ensure the maintenance of standards of student discipline on the Course as detailed within the Student Charter
- Ensure effective liaison with, and organisation of student representatives for the course.

Student Progression and Achievement
- In liaison with the Academic Administration Coordinator/Programme Manager, ensure that student records are maintained which are current, accurate and constructive.
- Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy

UAL standard terms

- Contribute to the research profile of the university
- Undertake teaching duties and all associated responsibilities in your specialist subject area as required.

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- Fully utilise university and other information and communication technologies in order to facilitate and enhance students' learning experiences and organizational effectiveness.
- Represent your subject area both at college and university level, acting as advisor/consultant internally and externally as may be required.

In addition the post holder will be expected to:
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the university's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the university's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organizational effectiveness.
- Conduct all financial matters associated with the role in accordance with the university's policies and procedures, as laid down in the Financial Regulation

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Research Leader, Creative Computing Institute
- Course Leader, BSc / MSc Creative Computing
- UAL Research Management and Administration

Specific Management Responsibilities

Budgets: TBC as appropriate.
Staff: Research Assistants
Other Computational Research Equipment

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Person Specification	
Specialist Knowledge/ Qualifications	- Undergraduate and Postgraduate degree in arts/computing (essential) - PhD in relevant field (essential) - Teaching Qualification (desirable) - Demonstrable understanding of the creative computing subject. - Demonstrable understanding of interdisciplinary research.
Relevant Experience	- Significant track record of academic practice. - Track record of PhD supervision including completions. - Track record of research publication. - Track record of REF submission or equivalent. - Experience of public engagement in an HE context. (desirable) - Experience of creative practice. (desirable) - Significant track record of conference presentation.
Communication Skills	Communicates in a compelling and influential way. Adapts the style and message to a diverse internal or external audience in an inclusive and accessible way
Leadership and Management	Motivates and leads effectively, setting the direction of one or more function and promotes collaboration across formal boundaries
Research, Teaching and Learning	Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing	Effectively plans, prioritises and manages the

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resources	delivery of complex projects or activities to achieve long term strategic objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, innovation and Problem Solving	Identifies innovative practical solutions to new or unique problems.