

Job Description for the Post of Faculty Student Guidance Officer
(Ref: SO09/4)

1. General Details

Job Title:	Faculty Student Guidance Officer
Location:	Student Office – Student Experience Team
Normal workbase:	Stoke
Tenure:	Fixed Term until March 2011 (maternity leave cover)
Salary:	Grade 5 currently £21,565 - £25,001 per annum

2. Job Purpose

- To provide advice and guidance to students and staff on a wide range of educational issues to support the retention of students.
- To support the University's Retention Strategy having particular responsibility for co-ordinating the student experience initiatives across the specific Faculty

3. Relationships

Responsible to: The Dean of Students and Academic Registrar via the Business Manager - The Student Office

4. Main Activities

- To provide advice and guidance to students and staff on the University general regulations and academic award regulations.
- To advise students on issues relating to progress on their awards
- To work with the Director of Learning & Teaching and Business Manager in the Faculty to track the presence of students and investigate attendance problems.
- To work with the Director of Learning & Teaching to play a key role in the student induction process – working in conjunction with the Welcome to University Group.
- To work with University Services and the Students' Union on student guidance issues.
- To assist in maintaining the accuracy and quality of information on the student database relating to student guidance and retention.
- To promote the University general regulations and academic award regulations to students and staff.
- To assist in the management of processes and procedures for the administration of student guidance both within the Faculty and across the University.
- To conduct exit interviews for students wishing to leave the University and to provide feedback and corrective action where appropriate.
- To review comments received from prospective and current students to seek ways to improve their impression of the University and the services that we offer with particular reference to the National Student Survey and the University Student Viewfinder.
- To work with the Director of Learning & Teaching to support retention activities across the Faculty at the direction of the University Retention Strategy Group.
- To work with the Director of Learning & Teaching to develop procedures to review the support for non-standard entrants and those identified to be in the groups most at risk of intermitting or withdrawing.
- To manage the student records across the Faculty for those students intermitting or withdrawing or transferring in a timely manner.
- To work with the Faculty Business Manager to assist with the formal assessment and award boards throughout the academic year.

- Any other reasonable duties that may be assigned from time to time by the Student Office Business Manager.

5. Person Sought

Essential Criteria:

- Educated to degree level or equivalent
- Experience of working in a guidance role
- Excellent written and oral communication skills
- Excellent listening skills
- Persuasive manner and ability to empathise with students
- Good problem solving skills
- Flexible approach to working
- Good IT skills
- Excellent planning and organising skills and the ability to work within tight deadlines
- Able to work on own initiative
- Confident
- Understanding and awareness of cultural sensitivity
- Commitment to the University's mission and delivery of the University Plan
- A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- Experience of working in a student focused educational setting
- Experience of undertaking customer surveys

6. Special Conditions

This post is fixed term to cover maternity leave. The hours of work will be 37 per week.

The postholder will be required to travel to and work at the Shrewsbury, Stafford and Stoke campus of the University as necessary.

The posts being advertised are based within the Student Office, Student Experience Team and will be managed by the Student Office Business Manager. Regular monthly meetings with the Student Experience Team will be held rotating between campuses.

The office operates flexible working hours to meet the operation of the University. Some work outside normal hours will be required at certain times of the year, such as enrolment, Welcome Week, Awards ceremonies.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Please note that CVs will only be accepted in support of a fully completed application form.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 18 May 2010

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us



General Terms and Conditions of Service for Staff

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post:-

Grade	Number of Days Worked per Week *		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.