



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>STUDENT ADVISOR</b>
<b>RESPONSIBLE TO:</b>	Student Support & Representation Manager
<b>SALARY:</b>	AberSU Coordinator Grade
<b>HOURS:</b>	Full-time, annualised hours, to be worked flexibly in negotiation with line manager.
<b>DATE OF WRITING:</b>	3 <sup>rd</sup> August 2016

### **PURPOSE OF ROLE**

To provide high quality, independent information, advice and advocacy, primarily for members in dispute with Aberystwyth University, and to ensure effective signposting to alternative support as required. To report key data to management and representatives to support the development of AberSU policy, campaigns and representation.

### **DUTIES AND RESPONSIBILITIES**

#### **1. Advice & Advocacy**

- To provide high quality student advice and advocacy, focussed on matters of independent student support, particularly in relation to matters of dispute with Aberystwyth University (AU).
- To be an AberSU specialist on matters of AU code of conduct and academic rules and regulations, including disciplinary procedures, complaints, appeals, special circumstances and plagiarism procedures etc.
- To maintain an effective and appropriate system of casework files as agreed and adopted by the Advice Service team.
- To attend and support, on request, formal student meetings at which an advisor/friend/supporter may be invited.

- To uphold the principles of confidentiality, adhering to AberSU policies and best practice guidance.
- To adhere to AberSU policies and best practice regarding the safeguarding of vulnerable people.
- To contribute to the review of relevant Advice Service policies and practices.
- To keep accurate casework records to support ongoing clarity of information and enable future review.
- To support, and be supported by, other members of the Advice Service team to best advise and support students, drawing on collective knowledge and case experience.
- To train support Staff, Officers and Representatives to recognise when a student issue should be referred to the Advice Service team.

## **2. Information**

- To provide effective signposting for students to relevant other service provisions.
- To utilise AberSU communications mechanisms to raise awareness of common student issues, such as plagiarism, bullying or failure to submit extenuating circumstances, to reduce incidence and encourage good academic practice and student community behaviours.
- To utilise AberSU communications mechanisms and work with the AberSU Communications and Engagement team to promote awareness of the Advice Service.
- To meet, correspond and liaise with external and internal agencies on behalf of both student clients and the Advice Service.
- To promote and protect AberSU's independence, and the value that independence provides for students.
- To promote the availability of the Advice Service positively and proactively across the student community.
- To build effective relationships with key contacts in the AU community to provide access to information and insight.
- To support Officer campaigns to raise awareness and challenge behaviours, particularly in the portfolio of the Welfare Officer, and including such campaigns as sexual health, drugs and alcohol abuse and consent, for example.

## **3. Data**

- To keep accurate and confidential data records, monitoring trends of service usage and student issues.
- To regularly discuss trends of student issues with management and Officers to inform potential representation and campaigns for AU changes to policy and/or practice.
- To support Officers in articulating an evidenced case for change on such matters.
- To support Officers and managers in the preparation of formal documentation, such as the annual student voice return and QAA Student Written Submission.
- To support the evaluation, review and implementation of Advice Service policies and practice.

#### **4. Other Duties:**

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

#### **CHANGES TO JOB DESCRIPTION**

This job description may be subject to modification or amendment at any time following consultation with the post holder.

*This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.*

**PERSON SPECIFICATION – STUDENT ADVISER**

<b>CRITERIA</b>	<b>Requirement</b>	<b>Application</b>	<b>Interview Day</b>
<b>QUALIFICATIONS</b>			
Good general education, typically to the Higher/A level equivalent	Essential	√	
University/College Degree	Desirable	√	
Advice or advocacy qualification	Desirable	√	
<b>EXPERIENCE</b>			
Demonstrable experience of working effectively on own initiative	Essential	√	√
Experience of giving advice in one or more areas as mentioned in job description	Essential	√	√
Experience of advice relating to academic procedures	Desirable	√	
Experience of giving advice or working in a membership organisation	Desirable	√	
Experience of online case-recording	Essential	√	
<b>KNOWLEDGE</b>			
Working knowledge of good practice in non-directive advice giving/advocacy	Essential	√	√
Understanding of current issues and themes in student advice	Desirable	√	√
<b>ATTRIBUTES/SKILLS</b>			
Able to empower and motivate others	Essential		√
Able to understand working with a complex external organisation	Essential	√	
Able to create and maintain strong working relationships	Essential	√	√
The ability to work effectively in a team	Essential	√	√
Ability to work independently with limited direction	Essential		√
Compassionate with a high level of empathy	Essential		Y
The ability to explain complex processes and procedures in simple and accessible terms	Essential	√	√
Exceptional Interpersonal and Communication Skills (Written and Oral)	Essential	√	√
Calm disposition especially under pressure	Essential		√
Able to overcome hurdles and problems in a constructive manner	Essential	√	√
Highly skilled in time-management and prioritisation	Essential	√	√
IT competent with a working understanding of Microsoft Office	Essential	√	
Ability to communicate through the medium of Welsh	Desirable	√	
<b>VALUES AND ETHICS</b>			
Desire to work within a democratic student led environment	Essential	√	√
Understanding and commitment to equal opportunities	Essential	√	√
Desire to work within organisation servicing a culturally diverse membership	Essential		√
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential	√	√
Demonstrably high standards of personal integrity	Essential		√