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**Faculty of Business & Law**

**Faculty Office**

**Student Engagement Officer (International and Cross Cultural Cohesion)**

**ZZ003386**

**Information for Candidates**

**THE POST**

Part time

Fixed term

Salary is in the range £25,063 - £28,191 per annum and progress to the top of the scale is by annual increments payable on 1st September each year. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

**Part-time appointments**

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. If you work less than 1 fte your annual leave entitlement will be calculated on a pro-rata basis.

In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Student Engagement Officer (International and Cross-Cultural Cohesion) |
| **Grade:** | 6  |
| **FTE** | 1 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:****Location:** | Faculty Office |
| **Position Reference No:** | ZZ003386 |
| **Cost Centre:** | 40050 |
| **Responsible to:** | Line management AD(S)Operational link to Heads of Programmes (HUP/HPP)  |
| **Responsible for:** | None |
| **Effective date of job description:** | May 2018 |

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| **Purpose of Job:** |
| Take a leading role in encouraging the cross-cultural cohesion of all students in Faculty, integration of international (non-UK domiciled) students into the Faculty and supporting the process of pastoral support for BaL students, to enhance their retention and progression.  |

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| **Key Responsibilities:** |
| 1. **Support the cross-cultural integration of all students and their engagement particularly for international students**
2. Take a leading role in developing cross-cultural cohesion of students within the Faculty through the delivery of activities/programmes to enhance group work and team working for all students e.g. cross-cultural awareness training, team development within Faculty staff and students and in support of university initiatives;
3. Support students (particularly international) to engage with their studies within faculty and assist in accessing the wider university services and facilities (e.g. Employability, UoP Global, Student Union);
4. Support one-to-one pastoral guidance sessions for students and advise on referral to further services in more acute cases;
5. Maintain and develop learning materials as appropriate to students and staff relevant to the role.
6. **Take a leading role in induction and transition of international students into Faculty**
7. Work with AD(S), Heads of UG and PG Taught Programmes, Study Support and Course Leaders and take a leading role in overseeing the transition of international students in the faculty, through induction and further integration into the Faculty of Business and Law;
8. Work with the Student Engagement Officer (Welfare and Engagement) and Central Project Team to deliver student led peer mentoring to support students across the faculty.
9. **Develop Faculty awareness of needs of international students and relevant support services and initiatives**
10. Raise awareness of university and faculty support services for international students and those offered in support of cross-cultural integration of students;
11. Raise awareness, provide advice and support to staff on the needs of international students and on cross-cultural integration of students within faculty.
12. **Plan, Develop and Monitor Solutions**
13. Use an evidence based approach employing corporate data and students’ views to review the needs of international students and the cross-cultural integration of all students; benchmark practices across the HEI sector to make recommendations for ongoing support within the faculty;
14. Work with networks (Course Leaders, Equality and Diversity, UoP Global, Student Union and partnering students) in planning and co-creation of interventions and initiatives that support cohesion of home and international students in faculty and promote inter-cultural integration with curricular, co and extracurricular initiatives;
15. Maintain records of interactions with students in line with university policies and use data to inform ongoing development of acculturation and cohesion activities;
16. Take a role in supporting students to ensure that they comply with UKVI Tier 4 requirements.
17. **Personal Development**

Participate in sector and local staff development activities that support the role;1. **Such other duties** as may be reasonably required by the Associate Dean (Students)
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| **Working Relationships:** |
| Responsible to:Associate Dean (Students)Work in consultation/collaboration with: * Student Engagement Officer (Welfare and Engagement)
* Heads of Programmes (HUP/HPP)
* Course Directors/Course Leaders
* Subject Group (School of Law) Leads /Heads/ Associate Heads (as appropriate)
* Study Support Team
* Personal Tutors and Senior Personal Tutors
* UoP GLobal
* Equality and Diversity (Student experience)
* Student Union
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Detailed knowledge of: |  |  |
|  | * Needs of international & EU students e.g. dealing with culture shock, language concerns.
 | E | AF,S,R |
|  | Willingness to learn about: |  |  |
|  | * the wider support services available to students and international students within the university;
 | E | AF,S,R |
|  | * Equality & diversity, and ethical codes of practice and policies within the university;
 | E | AF,S,R |
|  | * UoP Global and related policies;
 | E | AF,S,R |
|  | * University assessment regulations.
 | E | AF,S,R |
|  | Experience of having supported international students on a one-to-one basis; | E | AF,S,R |
|  | Experience of promoting and developing student focused support services successfully. | E | AF,S,R |
| **2.** | **Skills & Abilities** |  |  |
|  | Creativity in developing solutions to issues; | E | AF,S,R |
|  | Excellent interpersonal, communication (written and verbal) and organizational skills; | E | AF,S,R |
|  | Ability to maintain accurate records, work with data, analyse and make recommendations for service improvement; | E | AF,S,R |
|  | Ability to support and advise students sensitively;  | E | AF,S,R |
|  | Excellent skills to organise and lead projects and events; | E | AF,S,R |
|  | Good networking, persuasion and collaborative skills; | E | AF,S,R |
|  | Self-motivational skills and the ability to work on own initiative. | E | AF,S,R |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | GCSE Maths and English; | E | AF,S,R |
|  | A first degree; | E | AF,S,R |
|  | A qualification in counselling, coaching/mentor or similar. | D | AF,S,R |
| **4.** | **Other Requirements** |  |  |
|  | Enjoy a high degree of autonomy. Pro-active in offering and delivering solutions; | E | AF,S,R |
|  | Commitment to own professional development; | E | AF,S,R |
|  | Commitment to working flexibly in terms of time and tasks; | E | AF,S,R |
|  | Sensitive to diverse student population including cross-cultural sensitivity; | E | AF,S,R |
|  | Ability to work confidentially with knowledge of data protection issues; | E | AF,S,R |
|  | Resilience to deal with high-pressure and challenging situations; | E | AF,S,R |
|  | To undertake an Enhanced DBS check | E | AF,S,R |
|  | Ability to work collaboratively and sensitively across the University. | E | AF,S,R |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this and give details in the free text space provided.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead  | 22. Nanomaterials  |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | ZOE DANN |
| **Date** | 24 July 2020 |
| **Extension number** | 4827 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.