

**Support and Professional Services**

**Finance Department**

**Senior Student Funding Officer**

**ZZ003971**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £29,301 - £32,958 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. 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.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Student Funding Officer |
| **Grade:** | 6 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:**  **Location:** | Finance  Nuffield Centre |
| **Position Reference No:** | ZZ003971 |
| **Cost Centre:** | 47808 |
| **Responsible to:** | Head Of Department |
| **Responsible for:** | Supervision of Administrative Assistants and Fund Officers |
| **Effective date of job description:** | May 2017 |
| **Context:** | |
| The Student Finance Centre is available to answer any queries students, prospective students and parents may have about student funding and are responsible for administering all of the University hardship funds and emergency loans. Dealing with a range of student related financial situations, including debt counselling, funding from trusts and charities and general budgeting advice. Our team of experienced and dedicated staff support students through the provision of:   * funding information about maintenance loans, bursaries and tuition fee loans * debt management advice * state benefits and tax credits * budgeting advice * a range of workshops and events to help students manage their finances | |

|  |
| --- |
| **Purpose of Job:** |
| To support the Head of Department in setting and meeting strategic targets relating to use of the Undergraduate Hardship Funds and its impact on student progression  To co-ordinate and oversee the processing of student applications to the various funds administered within the Centre. To ensure all applications are processed accurately and paid in a timely manner. To train, supervise and support relevant staff where appropriate.  Contribute to the provision of accurate and up-to-date financial information and guidance for students, and prospective students both internally and externally, through relevant literature and publications and the provision of student and staff inductions/presentations, financial workshops and interactive exercises.  Contribute to student recruitment, retention and widening participation initiatives, e.g., work within local schools and colleges, summer schools, Foyers, open days etc, in particular those relating to priority groups that respond to Government and University strategic objectives. |

|  |
| --- |
| **Key Responsibilities:** |
| **Supporting Head of Department**  Support the Head of Department in setting and meeting strategic targets relating to use of the Undergraduate Hardship Funds and its impact on student progression.  Contribute to the University Access Agreement when required.  Provide data for HESA returns for Care Leavers and ensure all reporting requirements for other vulnerable groups are met.  Responsible for Care Leaver Bursaries, Unite Scholarships and Stand Alone Bursaries.  Oversee the Centre’s reapplication for Matrix Accreditation and ensure the Continuous Improvement Plan is implemented.  **Staff Supervision**  Supervise Fund Officers and Administrative Team activity and workloads on a day-to-day basis.  Ensure annual Performance Development Reviews and adequate staff training/development programmes our carried out for the Administrative Assistants and Fund Officers. Feedback on progress provided to Head of Department.  Assist Head of Department in recruitment of new staff and induction programmes as and when required.  **Student Funding**  Coordinate the processing of student hardship fund/bursary applications and ensure equitable and timely response.  Ensure staff reference guide and fund guidelines reflect current policies and procedures for Fund administration.  Ensure implementation of any new student funding sources adhere to required legislation and guidance.  Where appropriate delegate tasks and support staff in their designated roles of processing fund applications and associated admin procedures.  Maintain accurate records and statistical information including reconciliation schedules for all funds.  To assist in student interviews and casework, providing financial guidance and support, where appropriate.  Interview students for short term emergency loans and ensure appropriate repayment agreements.  Liaise with appropriate agencies and funding bodies to ensure accuracy and correctness of information, and student eligibility, e.g. SFE, NHS where necessary.  **Student Financial Information and Guidance**  Contribute to interpreting and communicating clearly all aspects of new student funding regulations both verbally and in written format, e.g., seminars, workshops and written materials etc.  To contribute to organisational and departmental strategies for student recruitment, retention and widening participation, for example, in the provision of open/preview days, education fairs, summer schools and financial presentations/workshops and the development of materials and interactive exercises.  **General**  To ensure a full and comprehensive understanding of changing student funding initiatives and sources, and to contribute to the modification/development of service planning and objectives in response to these.  Any other reasonable duties as required.  **Additional expectations of the role holder:**   1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations. 2. To solve basic problems that occur applying knowledge of subject area. 3. Provide information to relevant stakeholders i.e. Professional Accreditation Bodies. 4. To participate in performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. 5. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management. 6. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 7. The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. |

|  |
| --- |
| **Working Relationships:** |
| Must work closely with SFC team and also liaise with departments such as Finance and Academic Registry. |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Understanding of current key issues facing students and institutions in Higher Education | E | P, S, AF |
|  | Recent experience of staff supervision, leading teams and/or large scale projects with the ability to implement new ideas or initiatives and see through to completion | E | S, AF |
|  | Experience of dealing with confidential information and knowledge of Data protection concepts | E | S, AF |
|  | Experience of managing budgets and understanding financial controls | E | AF |
|  | Experience of working without supervision and to use own initiative | E | AF |
|  | Experience of liaison with different levels of people internally and externally | E | AF |
|  | Experience of carrying our PDR or Staff Appraisal meetings | D | AF |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to learn, understand and interpret relevant procedures and policies in relation to student funding initiatives | E | AF |
|  | Excellent written and oral interpersonal and communication skills | E | S, AF |
|  | Ability to deliver presentations to a wide variety of audiences | E | AF |
|  | Excellent organisational skills | E | AF |
|  | Ability to prioritise work and meet deadlines | E | AF |
|  | Ability to work under pressure whilst maintaining a supportive and professional approach | E | AF |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | First Degree in a relevant subject or equivalent | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Student centred approach with the ability to respond positively and sympathetically to students who might be distressed and upset. | E | AF |
|  | Enthusiastic and positive | E | S, AF |
|  | Flexible and proactive | E | AF |
|  | Full clean driving licence | D | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **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,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 2. Manual Handling (of loads/people) | X | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business  (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | RACHAEL LYONS |
| **Date** | 5/5/17 |
| **Extension number** | 3414 |

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.