

Faculty of Biology, Medicine and Health

School of Biological Sciences-Deputy Senior Advisor (Widening Participation and International)

Job Description/Person Specification

The Deputy Senior Advisor will have the responsibility for the following tasks, although PSS will work with the programme director on some of these.

Key Duties/Responsibilities:

- To work with Deputy Director of UG studies to identify support mechanisms to improve outcomes of students from different backgrounds;
- Monitoring engagement and progression of EU and international students and other student groups at risk of underperforming based on background;
- Study Abroad scheme: advising SBS students on Study Abroad scheme and assisting with application process. Authorising applications and maintaining contact with students whilst off campus;
- Providing advisory role to incoming students visiting the University;
- Delivery of Welcome Week presentation to non-UK students;
- Input into updating of student support material in handbooks, support guides for staff and presentations to students;

The Deputy Senior Advisor, along with the Senior Advisor and other Deputy Senior Advisor will also be expected to have responsibility for the following tasks:

- Miscellaneous pastoral and academic advice to students and signposting to appropriate support services
- Monitoring of work and attendance of students and conducting meetings with students when required
- Authorisation of coursework extension requests
- Advising students on the interruption process
- Provision of support and guidance to academic advisors
- Liaise with members of staff in the Student Support Office and Curriculum Management Office in the pastoral care of students where appropriate

- Attendance and participation in Mitigating Circumstances Committee, Student Staff Liaison Committee, Education Leadership Team, Biosciences Teaching Board and Biosciences Programme Committee meetings
- Undertake appropriate staff training to support role

Person specification

Leadership and management

- A strong commitment to the goals and vision of the University, Faculty and Directorate
- Good interpersonal communication skills is able to create a sense of unity and common purpose and build collaborations
- Works well in teams and has an ability to build relationships at all levels
- Accepts responsibility and has the ability to make decisions
- A track record of innovation

Academic background

- Member of FBMH academic staff
- A record of commitment to excellence in education

Personal qualities

- A strategic thinker, who values consultation and collegiality
- An innovator, with an ability to think laterally and can embrace an entrepreneurial approach to maximise opportunities
- An honest and open individual with a high level of personal integrity
- An effective communicator both spoken and written, a listener