

Faculty of Biology, Medicine & Health

School of Biological Sciences PGT Student Experience Lead

Job description/Person specification

Objectives

The PGT Student Experience Lead will be responsible for developing a School level strategy for delivering an effective, open and inclusive learning experience to students. The strategy will span the student lifecycle from first registration to graduation, with key elements addressing academic and personal skills development, wellbeing and future employability. The Student Experience Lead will support the Academic Advisors, Consortium Leads, School PGT Director and the Deputy Associate Dean for Student Experience to deliver the Faculty SE strategic aims and ensure that programme level strategies and activities are in line with these broader aims. The post-holder will be responsible for implementing and overseeing the PGT Student Experience Strategy for the School.

Structure & Reporting

The Student Experience Lead (SEL) will work alongside the Academic Advisors, Consortium Leads and sit on relevant Committees and report to their School PGT Director and FBMH Deputy Associate Dean (DaD) for Student Experience. She/he will become a member of the Faculty Student Experience Network and attend meetings related to student experience; to discuss & share practices with other Faculty SEDs.

Key Duties/Responsibilities:

To ensure that student retention, academic and personal skills development, wellbeing and employability are addressed effectively and associated metrics are monitored and improved where necessary.

To contribute to the Faculty-wide agenda to improve PTES response rates and scores.

To ensure student representation at programme level and to have oversight of all feedback provided by students about their experience and to respond effectively and in a timely manner where necessary

To work with students to review, and where necessary, improve the student experience

To collate, review and report on student feedback via Unit Surveys, PTES and any programme specific evaluations

To be an active member of the Faculty Student Experience Network, to share good practice and implement effective practice from other programmes

To actively engage with wider HE research and dissemination of good practice to ensure that our institution is among the leading institutions in establishing excellence in student experience

To work with programme and consortium teams to ensure that Student Experience Action Plans are SMART and truly address all feedback in an appropriate way and can be clearly mapped to the student experience strategy

To communicate on a regular basis with the DaD for Student Experience; to update on progress in meeting goals and to inform Faculty of any significant challenges, threats, successes and opportunities.

Person Specification

The post holder should demonstrate the ability to:

Communicate a clear vision of the PGT student experience goals for their School

Influence others to carry out good practice

Implement change

Lead others in delivering the student experience strategy

Be strategic and align activities with wider strategic aims

Communicate effectively with students and staff

Accept responsibility

Use feedback effectively and positively

Respond positively to challenges and setbacks

Enthuse and engage students and staff in working together to promote a positive learning environment

Interested parties should contact Sarah Herrick, SBS PGT Director,
sarah.herrick@manchester.ac.uk by **Friday 28th September 2018**