

Appointment of a STEM Sussex Project Co-ordinator

The Department Student Services is a central department whose specific function is to provide a range of integrated, inclusive and accessible services to support students throughout university and to make sure they get the most from the student experience. The department brings together a range of professional groups offering information, guidance, therapeutic, spiritual and supportive activities for students and staff on all-five main sites of the university. The department's main base is at Moulsecoomb although each main site has staff representatives of all the areas of work. The department also works with Partner Colleges.

The department consists of both full-time and part-time staff working in the following service units. The head of each service is responsible to the Head of Student Services who in turn is responsible to the university Registrar and Secretary.

Careers Service The careers service helps students make and implement their personal development and career plans through partnerships with academic departments, and career planning workshops as part of their course programme. Students can access individual and confidential guidance sessions, practical help in effective self marketing techniques as well as information on employment, further training and study. Part of their role is to help students develop and recognise their transferable skills – via a range of opportunities including, industry specific workshops from employers, volunteering placements, an award-winning mentoring scheme and support for entrepreneurship and creativity. The service links with a wide range of employers to offer part-time, vacation, temporary and graduate employment vacancies.

STEM Sussex

The STEM (science, technology, engineering and maths) Sussex project aims to enable young people to make informed decisions about future career paths in and from STEM, to support industry in reducing the STEM skills gap, to support teachers in delivery of the STEM curricula and to raise the profile of science and engineering.

<http://www.stemsussex.co.uk/>

Chaplaincy The Chaplaincy comprises an ecumenical team offering pastoral care and spiritual support for students of all faiths and of no faith.

Childcare The university provides stimulating, flexible, good value nursery facilities for children aged 2-5 years. These facilities, at Moulsecoomb and Grand Parade sites, provide a total of 55 places for children from all areas of the community.

Counselling and Wellbeing Team

The Counselling and Wellbeing team incorporates: nurses, counsellors, curriculum development officers, equality and diversity (student experience) and the Student Support Guidance Tutor co-ordinator role. This team works across the university offering a range of services that promote and deliver upon various wellbeing/retention strategies and provide support to students. Counselling and psychotherapy can be accessed on every site and deals with a range of personal, emotional or academic related issues presented by students. There is also a full annual programme of wellbeing workshops provided.

Disability and Dyslexia Team

This team provides confidential advice, information and support for students as well as offering referral to a range of specialist services. Staff offer advice and guidance to students regarding dyslexia and specific learning difficulties, mobility difficulties, long-term medical conditions, mental health conditions, sensory impairments or any other disability, liaising with staff within academic departments where appropriate.

Medical Facilities

There are two onsite surgeries operated by doctors from local practices who in most cases are supported by nurses and/or health advisers.

Student Advice Service

The Student Advice team offers advice and assistance on a wide range of practical problems and in particular those relating to student finances. This includes managing additional university and government funds, such as the Access to Learning Fund, and advising on welfare benefits, budgeting and debt counselling. Staff can also offer specialist support relating to practical student wellbeing, including help for international students when dealing with Home Office regulations and requirements.

Job sharing

The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis.

Potential job sharers do not have to apply with a partner. However, if a post is to be operated as a job share there must be at least two suitable applicants who wish to share the job.

A job share appointment will only be made if it has been demonstrated that both shortlisted applicants can do the job to the required standards and within a working pattern of hours that is agreeable to all parties. If one applicant is unsuitable, neither can be appointed unless an alternative potential job sharer has been shortlisted.

When applying as a job sharer please indicate this at the top of page 3 on the application form. We will need to know if you are applying with a job share partner and the name of that person. Also if the post is full-time but open to job sharers it would be useful if you could indicate whether you would be interested in the post on a full-time basis if no suitable partner can be found. If you have indicated that you would be willing to take up the position on a full-time basis then the normal recruitment procedure will be followed.

If you are interested in appointment on a job share basis, please contact Human Resources for a copy of the university's policy, procedure and guidelines for job sharing. Alternatively staff in Human Resources will be happy to answer any queries you may have.

The job Details of the job are described in the attached job description.

The salary The salary will be in accordance with grade 4, which ranges from £20,972 to £23,585 per annum.

Salaries are paid monthly in arrears through the BACS System directly into the bank or building society account of each member of staff. The university must pay salaries through the BACS system. They cannot be paid by cheque. It will therefore be important to supply account details in order to ensure prompt payment.

Working week The hours of work for this post are 37 hours per week, excluding meal breaks (these are unpaid), 52 weeks per year and hours of attendance will be from 8.30am to 5.00pm on Mondays to Thursdays and from 8.30am to 4.30pm on Fridays.

Duration of the job The appointment is for a fixed term of until 31 July 2015 because funding for the post is of a short term nature and longer term funding is uncertain.

Should it subsequently be decided to fill the post on a permanent basis, it would be the university's normal practice to readvertise the post.

Holiday For each full-year worked you are entitled to annual leave dependent on your grade of pay (see table below). The entitlement increases after five years' continuous service, pro rata for part-time staff. Annual leave entitlement for part-time staff and staff on shift patterns will be calculated in hours. New members of staff are entitled to annual leave proportionate to their completed calendar months of service. In addition to the eight Bank and Public Holidays each year, discretionary days are granted in late December to allow the University to remain closed between Christmas and the New Year.

Grades	Basic entitlement per year	Grades	Basic entitlement after 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days

Disclosure of criminal records information

The post for which you are applying involves contact with vulnerable groups. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, employers are able to request information from candidates relating to 'spent' and 'unspent' convictions for such posts.

Through the Disclosure and Barring Service (DBS), the university will be requesting an appropriate Disclosure on the person appointed to this post, which will provide information on 'spent' and 'unspent' convictions, as well as cautions, reprimands and final warnings held on the Police National Computer.

You are therefore required, at this stage of the process, to declare any convictions or cautions you may have, along with details of any police enquiries and/or pending court cases. The information you give will be treated in the strictest confidence and will only be used for the specific purpose for which it was requested. It will only be seen by the HR Director/HR Director's nominee and the Chair of the interview panel. Should you be successful in your application with us, the university will request an appropriate Disclosure and make any offer to you conditional on satisfactory police checks.

A form is therefore enclosed which should be completed as appropriate and with your application. This form should be returned even if you have no criminal record to declare, prior to the closing date for this position.

The disclosure of a criminal record will not debar you from employment with the university unless the university considers that the record renders you unsuitable for the appointment. In making this decision, the university will consider all aspects of your application and every case will be treated on its merits. Further information can be seen on <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Terms & conditions

In determining terms and conditions of employment, the university has regard to recommendations made through the appropriate national negotiating framework. These terms and conditions of service can be varied by local agreements reached through the university's local negotiating framework which comprises a Joint Negotiating Committee supported by two Common Interest Groups. These groups bring together representatives of the university and its recognised trade unions, which are:

- UCU University and Colleges Union
- UNISON

Strategic plan

Details of our Strategic Plan can be found at:

<http://staffcentral.brighton.ac.uk/xpedio/groups/Public/documents/staffcentral/doc013747.pdf>

How to apply

Please complete an application form or, if you prefer, send your CV along with a completed Equal Opportunities Monitoring/Personal Details form. These forms are available to download in both Word and .pdf formats from www.brighton.ac.uk/humanresources

Applicants are shortlisted on the extent to which they meet the selection criteria on the job description. Therefore, in your application form or CV, please ensure that you have clearly outlined how your skills and experience meet each of the selection criteria for this role, giving examples of particular relevant achievements.

Please send your application form/CV to Human Resources, University of Brighton, Mithras House, Lewes Road, Brighton, BN2 4AT. Fax: (01273) 642848. If you wish acknowledgement of receipt of your application, please send a stamped, self-addressed envelope.

Alternatively, you may also send your application via email to: humanresources@brighton.ac.uk. You should receive an acknowledgement via return email by 12.00 pm the next working day.

If you have not been contacted within three weeks of the closing date, you should assume that your application has been unsuccessful.

If you are shortlisted for interview, we will contact you via email (if you provided us with an email address). You may therefore wish to check your email regularly. If you do not have an email address, we will write to you.

Closing date

The closing date for applications is **Tuesday 11 March 2014**.

**SS5190/km
21.2.14**



University of Brighton

Job description

Department:	Student Services
Location:	Cockcroft Building
Job title:	STEM Sussex Project Co-ordinator
Post number:	SS5190
Grade:	4
Responsible to:	STEM Sussex Project Manager

The Student Services Manager has overall responsibility for the administrative needs of the department and for the training and career development of administrative staff, although, on a day to day basis, this is managed by the STEM Sussex Project Manager and STEM Sussex Manager.

Main areas of responsibility:

1. To be responsible for the development, implementation and administration of STEM projects in accordance with agreed standards and deadlines.
2. To promote STEM projects and activities within the region.
3. To undertake any other reasonable duties required by the STEM Sussex Project Manager.

Specific duties:

1. **To be responsible for the development, implementation and administration of STEM projects in accordance with agreed standards and deadlines.**
 - 1.1. To develop, implement and maintain complex administrative processes and systems to support STEM projects and co-ordinate STEM events and activities for schools, colleges and the community in accordance with the relevant contractual requirements, conditions and timescales with optimum efficiency and making recommendations for improvements to service delivery as appropriate.
 - 1.2. To plan and prioritise the actions and activities required for project implementation over a 12 month period in liaison with the STEM Sussex Project Manager and to monitor progress and agree any remedial actions as necessary.

- 1.3 To liaise and develop business relationships with STEM academic and support staff within the university, headteachers, heads of STEM departments and STEM teachers within Sussex schools and support their participation with the STEM projects.
- 1.4 To engage with students from HE and from FE colleges and co-ordinate their training and involvement in the STEM projects.
- 1.5 To co-ordinate the STEM projects and respond to unforeseen circumstances so that the STEM projects are delivered as scheduled to schools, colleges and the community, as appropriate.
- 1.6 To use initiative and judgement to address and resolve daily problems associated with the development, co-ordination and administration of STEM projects and activities.
- 1.7 To develop and maintain accurate and up to date project records of activity and financial income and expenditure and provide activity and financial reports within agreed deadlines to the STEM Sussex Project Manager as required for internal monitoring and for submission to funding authorities and in liaison with the Departmental Management Accountant.

2. Promotion of STEM projects and activities within the region.

- 2.1 To promote the STEM projects and activities within the university, with partner organisations e.g. large multinational organisations and schools and colleges, to ensure that contractual targets are met.
- 2.2 To liaise effectively with STEM Ambassadors), teachers, academic staff and students in the university, external organisations and STEM deliverers by telephone, email and mail outs.
- 2.3 To respond positively to enquiries from schools and other organisations and to facilitate an increased awareness of STEM Sussex activities amongst schools and colleges by proactively finding opportunities to inform enquirers about additional products and activities.
- 2.4 To keep abreast of changes and developments in STEM Sussex, building continuous knowledge of the subject matter and reflecting this in the development and support of the schools' programme.
- 2.5 To liaise with the STEM Sussex Communications and Data Manager to maintain an up-to-date flow of information concerning projects and activities and all interested parties.

3. To undertake any other reasonable duties required by the STEM Sussex Project Manager.

- 3.1 To assist in other areas of the work of STEM Sussex by covering for absence and helping with peaks in workload as required.

Selection criteria: The criteria below indicate the qualities that are needed to do the job well. Candidates will be selected according to the extent to which they satisfy these criteria. Evidence of potential will also be considered. Most of the criteria must normally be met in order to qualify for selection.

Essential:

- **Knowledge/qualifications:** educated to degree level or equivalent, either through vocational or academic qualifications or an equivalent level of experience of successfully co-ordinating projects of a similar size, excellent written and communication skills and the ability to analyse and evaluate information. In accordance with the university's policy of safeguarding and promoting the welfare of children and young people, the successful applicant will be required to have an acceptable enhanced DBS disclosure.
- **Communication:** clear, concise, accurate written and oral communication with a particular emphasis on maintaining good customer relations and avoiding ambiguities. Ability to deal with problems, conflict etc in a sensitive and non-confrontational manner.
- **Self motivation:** meets objectives on own initiative and able to identify, make recommendations and implement improvements to the project or process with reference to the STEM Sussex Project Manager.
- **Organisation:** ability to develop effective work systems and meet agreed priorities and deadlines with a minimum of supervision. .
- **Technical skill:** fast, accurate keyboard skills; sound working knowledge of standard business applications (WP, spreadsheets and databases); experience of using internet.
- **Teamwork:** able to work efficiently and effectively in a team.
- **Analysis, creativity & problem-solving:** ability to solve problems using own initiative and judgement and develop plans successfully.
- **Physical:** able to use display screen equipment extensively, in compliance with health and safety guidelines; able to travel as required within Sussex.
- **Response to change:** keeps abreast of developments in education both in the schools and university and contributes effectively to planning and implementation of change.

Desirable:

- Working knowledge of PC computers.
- Working knowledge of MS Office software.
- Awareness and interest in the aims and objectives of STEM Sussex and the STEM agenda.

- Experience of working in the HE sector.
- Awareness of health, safety and welfare issues relating to work with young people.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Date: 18/12/13

Disclosure and Barring Declaration

Name:

Address:

Telephone Number:

Post Applied for and department:

Post ref number:

Do you have a criminal record? YES/NO

If yes, please give details below:

Note: If you have a case pending and are convicted during the application process, you are required to inform Human Resources of the details.

Date	Court	Offence	Penalty
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The information on this form will be used in accordance with the Data Protection Act 1998 and in conjunction with the information provided on any application form, to consider your employment by the University of Brighton. It will be seen only by the HR Director and any nominee of the HR Director and the Chair of the interview panel.

I understand that providing false, misleading or incomplete information may disqualify me from appointment or if appointed may render me liable for dismissal without notice. I declare that the information given is to the best of my knowledge true and complete.

Signed _____ Date _____