# Academic Coordinator

# Student Engagement

# Grade 5

Heriot-Watt University Student Union is an independent charity that is run by and for students. While we are a charity, we also run trading activities that aim to make a surplus. We use this surplus to invest in other vital student support services such as advice & support and volunteering.

The Student Engagement department is responsible for supporting and advising students at our Scottish campuses. The SE team support students to run societies and activities, to volunteer, and to raise money for Charities. The department supports School Officers, Class Reps and Postgraduate Reps and runs the Annual Student Union Oscars and the Volunteer Awards. The department also runs the Advice Hub, which offers advice and guidance to students on all aspects of university life.

# Purpose of role

# Support the student union’s work with the university on learning and teaching and ensure the elected student representatives can contribute at the highest level on undergraduate and postgraduate academic matters. You will work primarily to support the Vice President Education and Student President, and our academic representatives. You will also work with students and university staff at our campuses in the UK and coordinate on some academic matters with representatives and staff at our Dubai and Malaysia campuses to support the learning and teaching strategy and our joint Student Partnership Agreement.

# Organisational position

# Principal Duties

# Recruit, train and develop School Officers, Class Reps and Postgraduate Taught and Research Reps to ensure they meet expected standards, offering support and mentoring as required.

# Provide guidance at Rep meetings and plan workloads and goals. Ensure representatives can be effective in their roles and empower them to make change.

# Provide written and verbal briefings for the Student Union President and Vice President Education; other student representatives and University committees on academic issues such as the Learning and Teaching strategy.

# Work with the University Executive and Schools on matters relating to learning and teaching strategy and operations. Support Student Union representation on academic committees as required to discuss university Learning and Teaching Strategy.

# Liaise with external contacts such as counterparts in other institutions to share best practice, as well as the National Union of Students and SPARQS where relevant.

# Provide input to the setting and interpretation of university surveys such as the Course Experience Survey, the Postgraduate Research Experience Survey and National Student Survey.

# Gather information from students through surveys and face to face regarding academic issues. Receiving information and analysing it to provide input to potential strategy/project changes within the Union or University.

# Recruit, train, and support student reviewers for academic reviews. Read documentation and provide briefings; attend reviews to offer support and assist in drafting reports.

# Monitor trends and keep up to date with academic matters and good practice across the sector, ensuring the Union is meeting student needs.

# Coordinate and organise the Learning and Teaching Oscars.

# Support the Dubai Student Council and Malaysia Students Association to gather information and help student representatives to engage with the Learning and Teaching Strategy and Student Partnership Agreement.

# Other Duties

Any other duties deemed appropriate for the role by the Line Manager.

Comply with all HWUnion policies, procedures and governing documents.

Undertake personal and professional development as required to maintain appropriate knowledge and skills.

These duties are a guide to the work that the post holder will initially be required to undertake. Other duties or a change of duties may be necessary from time to time.

# Competencies

## Accountability

Takes personal responsibility for the part they play in our students’ union, its mission and values, the student body and wider society

## Student Focus

Keeps the needs of students at the heart of activities

## Personal Effectiveness

Consistently role models high standards and good practice

## Inclusivity

Applies an understanding of equality and diversity to strengthen positive engagement in all our students’ unions activities and services

## Results Focused

Maintains commitment to targets and results, striving consistently to achieve them

## Communications

Helps to provide clear, consistent and appropriate messages at all levels of our students’ union and beyond

## Political Awareness

Applies an appreciation of the political environment in which our students’ union operates

## Motivational Leadership

Actively leads, establishes expectations, accountabilities, purpose and vision, creating an environment where others can achieve optimal performance

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Personal qualities |  |  |
| Passion for achieving the highest standards and being the best | x |  |
| Affinity to our values of fun, student focused and open to change | x |  |
|  |  |  |
| Qualifications |  |  |
| Educated to degree level or equivalent professional experience | x |  |
|  |  |  |
| Skills/competencies (additional to the standard competencies) |  |  |
| Excellent written and verbal communication skills | x |  |
| Able to communicate to a range of audiences | x |  |
| Able to establish and maintain strong working relationships | x |  |
| Able to work using own initiative | x |  |
| Information gathering and/or research skills | x |  |
|  |  |  |
| Knowledge |  |  |
| Excellent knowledge of learning and teaching matters in a university environment | x |  |
| Knowledge on academic systems and practices | x |  |
| Knowledge and experience designing and delivering training |  | x |
|  |  |  |
| Previous experience |  |  |
| Proven experience of enabling others to succeed |  | x |
| Experience working with volunteers |  | x |
| Experience of policy work |  | x |
| Experience of working with students and officers |  | x |
|  |  |  |
| Personal qualities |  |  |
| Attention to detail | x |  |
| Commitment to continuous development | x |  |
| Commitment to equal opportunities | x |  |
| Reliable and Trustworthy | x |  |
| Self-motivated and enthusiastic | x |  |
| Work well as part of a team | x |  |
|  |  |  |
| Interests |  |  |
| Working in a democratic structure with elected officers | x |  |
| Delivering high quality serviced and a focus on member needs | x |  |
| To understand issues facing the wider student population | x |  |
|  |  |  |
| Circumstances |  |  |
| The role will require a disclosure check | x |  |