

Role Profile



Development Consultant

Department: sparqs

Reports to: Director

Role purpose: To support the development of partnerships in Scotland's colleges and universities that promote and facilitate student engagement resulting in enhancement to the student educational experience.

Key responsibilities

1. Support students, staff and institutions to develop student engagement activities that enable students to engage at all levels in enhancing their educational experience.
2. Support national agencies and policy developments to further student engagement opportunities and developments and carry out a range of activities that promote a culture of partnership in student engagement across Scotland, the UK and internationally.

Specific duties and activities

3. Refer to sparqs strategy in developing personal work plans and priorities that contribute to the success of sparqs and contribute to the development of strategic plans.
4. Initiate as directed consultancy relationships with senior institutional staff, student association staff and student officers and maintain effective relationships with this range of people within institutions. Through these relationships provide support to institutions to support the effective development of student engagement activities ensuring institutions are able to access the range of support and activities available through sparqs and partner organisations.
5. Initiate as directed and proactively maintain relationships with external agencies and organisations, utilising these relationships to develop joint work projects and promote the work of sparqs.
6. Share responsibility for identifying need, developing and delivering a range of training and development activities aimed at a range of audiences. Utilise a range of delivery methods including face to face, on-line and video conferencing.
7. Share responsibility for the development of a range of written resources, policy papers, guidance materials and publications.
8. Share responsibility for conducting small research projects including desk research, focus groups etc. and maintaining an up to date knowledge of key issues, policy developments and legislation relating to student engagement and tertiary education.
9. Share responsibility for national development projects, facilitating working groups, producing progress reports and briefings, and preparing materials and resources to support project outcomes and presenting outcomes at meetings and conferences.
10. Within clearly identified distinct projects, maintain relationships with government officers, SFC, and similar organisations to take forward the development of these projects. Assess and report internally on the organisations' engagement with and confidence in sparqs work and wider principles of student engagement.

11. Ensure due attention is given to financial implications of work projects and ensure any expenditure in delivering the responsibilities of this role is approved by the relevant budget holder.
12. Undertake all necessary duties and activities to deliver the role's responsibilities, alerting line managers to any barriers encountered and contribute to the successful resolution of any issues.

Shared responsibilities
13. Carry out other duties and activities as may reasonably be required in order to support colleagues in achieving shared goals.
14. Actively engage in individual and team professional development activities.
15. Carry out the responsibilities of this role in a resource efficient manner.
16. Adhere to sparqs policies and practices, and actively support and promote sparqs vision, mission and objectives.

Person specification		
Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed.		
Qualifications and experience	Essential	Desirable
Experience of delivering training and development activities.	x	
Experience of producing high quality resources and written materials.	x	
Experience of working effectively with a wide range of stakeholders from volunteers, service users, professional staff, senior managers and sector level decision makers and influencers.	x	
Educational experience of College or Higher Education Institution.	x	
Educated to SCQF level 8/9, e.g. HND or Degree, or equivalent experience.		x
Experience of working or volunteering in a college or higher education institution setting particularly in a quality or student engagement role within the college sector.		x
Experience of designing and developing training and development activities		x
Experience of working in a consultancy or support and development role.		x
Knowledge	Essential	Desirable
Developed knowledge of approaches to engaging learners, or other service users in measuring and enhancing the quality of services.	x	
Developed knowledge of key developments within the field of learning and teaching or academic development.		x
Developed knowledge of key issues affecting higher and further education in Scotland.		x
Developed knowledge of Scotland's Higher Education or College quality enhancement arrangements and or knowledge of similar quality arrangements in other parts of the UK or other sectors.		x

Skills	Essential	Desirable
Enhanced ability to monitor external environments and identify key opportunities and challenges.	x	
Enhanced ability to process complex information, identify key issues and disseminate to a range of audiences through verbal and written means.	x	
Developed ability to lead projects through from initiation and design to delivery and evaluation.	x	
Enhanced organisational skills and ability to work on multiple tasks, both alone and as part of a team.	x	
Enhanced interpersonal skills and ability to maintain and develop professional relationships.	x	
Enhanced ability to work in a consultancy role including ability to assess impact of personal and organisational actions on perceptions of and engagement with a service providing organisation.	x	
Enhanced ability to employ political judgement in a range of circumstances.	x	
Attributes	Essential	Desirable
Commitment to being an active part of an environment that promotes equality of opportunity whilst recognising and valuing diversity.	X	
Commitment to the work of sparqs in terms of a student-led approach, role of student engagement in quality enhancement and value of partnership approaches.	x	
Commitment to a high standard of service delivery and continuous quality improvement.	x	
Commitment to your own personal and professional development.	x	

Summary of terms (n.b. full terms will be as per the written contract of employment)

- This is a permanent contract
- Starting salary £34,798
- Pay band F (total range £34,798 - £38,548)
- Normal place of work: Edinburgh office (other arrangements may be negotiated and hybrid working is possible).
- Working pattern: 35 hours per week, Monday–Friday, normally worked between 9:00am–5:00pm, with out of hours working up to once per fortnight.
- Travel requirements beyond the working day: usually very frequent, including 13+ overnights p.a.
- Successful candidates will be subject to a Disclosure Scotland check under the Protection of Vulnerable Groups (PVG) scheme.