Further Particulars
Student Engagement Officer

Salary Scale: Grade 5 £25,941 to £28,331 per annum (pro rata for part-time).

Nature of Contract: Either 30 (0.8 FTE) or 36.5 (full-time) hours per week

Reporting to: Senior Tutor

Duration: 12 months fixed term

Background

Green Templeton College is a constituent college of the University of Oxford; international in membership and outlook, lively and supportive in spirit, with an intellectual agenda focusing on issues relating to human welfare.

We are a graduate college with approximately 600 students, 250 fellows and 60 members of staff aiming to lead the way in postgraduate. We plan to be a truly contemporary college: friendly, informal, outward-looking, and future-focused – but in a traditional Oxford setting.

Green Templeton is situated between the Radcliffe Observatory and Observatory Street on Woodstock Road, within easy walking distance of the City Centre, the Said Business School, and the University Science Area.

Main Purpose of Role

A strategic ambition for the college is to offer an innovative programme of academic, personal and professional development activities that add value to the student experience, facilitate engagement among our community, support students to succeed during their studies and be equipped to develop the skills and confidence to go out into the world of work.

Green Templeton has made progress towards this goal with its current offering of activities, Future Leaders. This new, fixed-term role will support and further develop this engagement activity by working closely with the College Office team to deliver existing initiatives, and with the Senior Tutor and student body to develop and report on a proposed new, full programme of academic, personal and professional development activities, which can be adopted by the college in the near future.

This is an important and exciting role in helping the college to maintain current standards of student engagement activity, but also to identify and develop new ideas
and practice in this area. As such, this role will need to focus on developing partnership working with our students, as well as with academic and professional services staff at a variety of levels in the college and collegiate university.

This role is funded by a grant for a period of 12 months fixed term.

The role-holder will be based in the College Office. The College Office team work closely together in an open space, and this role will suit someone who is equally capable of working collaboratively and independently, and who will enjoy working flexibly as part of a small, friendly and busy team in a graduate community.

**Key Responsibilities**

- There are two strands to this role. Firstly, the role-holder will work closely with the Senior Tutor, the Green Templeton student body, fellowship and other relevant teams to research, scope and create a blueprint for an innovative and exciting programme of personal, academic and professional development activities which grows our existing programme, reflects the core values of the community and meets our student needs.

- Intrinsic to this work will be to develop effective partnership working with the college student community, including with the Graduate Common Room (GCR), and is likely to involve co-ordinating and leading student focus groups and other consultative fora, as well as promoting and signposting students towards the existing feedback mechanisms and enrichment opportunities throughout the college and collegiate university.

- The outcome of this work will be a report to the college’s executive team and Governing Body outlining a programme of new activity, co-created with students, which successfully articulates a vision of personal, academic and professional development which would attract students to Green Templeton in the future.

- Secondly, working closely with the College Office, Academic Projects and other key teams, the role-holder will co-ordinate, support and promote our existing personal, academic and professional development initiatives in college, including (but not limited to) the DPhil academic support seminars and coaching workshops, our student feedback and liaison mechanisms, and student communication bulletin.

- The role-holder will be expected to develop and implement best-practice processes to support effective student engagement which are sustainable in the longer term. This strand of work will require some planned evening or weekend working to support these relevant activities, for which sufficient notice and time off in lieu will be given.

**Person Specification**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate degree</td>
<td>Postgraduate degree or professional qualification</td>
</tr>
<tr>
<td>Experience of working effectively with students in higher education to foster student engagement</td>
<td>Experience of working in or with a students’ union/representative body</td>
</tr>
<tr>
<td>Excellent communication skills, both written and oral; ability to build rapport</td>
<td></td>
</tr>
<tr>
<td>Requirements</td>
<td>Qualifications</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>with a variety of groups (students, Fellows, formal, informal)</td>
<td></td>
</tr>
<tr>
<td>Ability to write succinct and evidence-based reports</td>
<td>Skilled in operating online survey tools</td>
</tr>
<tr>
<td>Good level of skill with standard Microsoft Office tools, specifically Excel, Word and PowerPoint</td>
<td></td>
</tr>
<tr>
<td>Experience of delivering to deadlines and taking responsibility for the successful completion of projects</td>
<td>Proven project-management experience</td>
</tr>
<tr>
<td>Ability to manage and prioritize own workload to meet multiple demands</td>
<td>Knowledge of student engagement best-practice in a higher education environment</td>
</tr>
<tr>
<td>Experience of organizing meetings, receptions, and other events</td>
<td>Experience of running focus groups/other consultation events and reporting on the findings</td>
</tr>
<tr>
<td>Enthusiastic, can-do attitude</td>
<td></td>
</tr>
<tr>
<td>Sensitivity and commitment to the values and aims of Green Templeton College and the University of Oxford</td>
<td></td>
</tr>
<tr>
<td>Commitment to practices which embrace diversity and promote equality of opportunity</td>
<td></td>
</tr>
</tbody>
</table>

**Terms and Conditions of Employment**

**Employer:** Green Templeton College. The college is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

**Reporting:** Senior Tutor

**Location:** The successful applicant will be based on the site at Green Templeton College, Woodstock Road, Oxford, OX2 6HG. The post may require travel to and work at other College and University sites.

**Duration:** Fixed term for 12 months

**Hours:** Working hours are either 30 or 36.5 hours per week, depending on preference. The postholder is expected to be available for some evening or weekend events, for which time off in lieu will be offered.

**Salary:** Grade 5 £25,941 to £28,331 per annum (pro rata if part-time).

**Holiday:** 38 days per annum (including 8 Bank Holidays). Additional long service holidays apply after 5 years.

**Pension:** The post is pensionable and the post holder is eligible for membership of OSPS, a contributory pension scheme.

* Free lunches are provided when the kitchens are open.
** Parking is available on site on a first come first served basis. This is not a contractual right for staff and may be removed at any time if the College needs to change its arrangements.

How to apply

All applications must be made on an application form and sent by email to hr@gtc.ox.ac.uk. It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

Recruitment Timetable

The closing date is Monday 20 January 2020 at 12 noon. Interviews will be held on Friday 31 January 2020. As there are several staff members involved in the selection process it will not be possible to alter the interview date.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. Applicants are welcome to telephone or e-mail to check the progress of their application.

Travel Expenses

The college will reimburse receipted travel expenses to interview at the rate of a second class rail fare, within the UK.