

**Enhancement and Student Partnership Coordinator (0.8 FTE)**

**Learning and Teaching**

**Fixed Term - 12 months**

**The Role**

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Job Title	Enhancement and Student Partnership Coordinator
Location	Learning and Teaching Team, Glasgow Campus
Reports to	Head of Learning and Teaching
Purpose	Working in partnership with the Deputy Director (Academic), Learning and Teaching Team and GSA's Students' Association the post holder will coordinate and enhance GSA's approach to student partnership working, support key institutional enhancement projects; act as secretary to a number of GSA committees and groups and provide advice and guidance to staff on student engagement and partnership.

**Roles and responsibilities:**

1. Working in partnership with GSA's Student Association and the Student Partnership Group coordinate, review and enhance GSA's Student Partnership mechanisms and structures include student rep recruitment, induction and training.
2. Act as a key point of contact for staff and students in relation to GSA's student partnership mechanisms.
3. Provide advice, guidance and support to staff across the GSA on approaches and best practices to student engagement and partnership working.
4. Manage the Student Voice Canvas site including information and guidance to staff and students.
5. In collaboration with a range of colleagues coordinate, support and contribute to the development and implementation of key enhancement projects.
6. Design and deliver information and workshop sessions for staff and students, contributing to academic development activities in relation to specific projects and student engagement and partnership.
7. In collaboration with the Student Partnership Group coordinate the delivery of internal student experience surveys, contributing to their design, analysis, dissemination and review.
8. Act as Secretary to the Learning and Teaching Group and Student Partnerships Group, supporting Conveners and members with agenda setting, calls for papers, minute taking and action tracking.

9. Contribute, and provide support, to the review and development of policy, procedure, and guidance, producing briefings and reports to a range of audiences.
10. Working closely with the Deputy Director (Academic) coordinate regular opportunities for dialogue with the Students' Association, Lead Reps and Class Reps, recording actions and reporting as required.
11. Remain up to date with sector developments related to quality enhancement, student engagement and partnership, attending and participating in sector events and appropriate professional networks.
12. Undertake suitable training and awareness as required including matters relating to H&S in the workplace.
13. Participate in the School's Career Review and Development programme and undertake relevant staff development, where appropriate.
14. Undertaking other duties deemed reasonable by the Head of Learning and Teaching.

### **Relationships**

#### *Internal Contacts*

- Deputy Director (Academic)
- Head of Learning and Teaching
- Learning and Teaching Team
- Academic Registrar
- Academic Quality Office
- Students Association President
- Student Engagement Coordinator (Academic)
- Lead Reps
- Members of the Learning and Teaching Group
- Members of the Student Partnership Group
- Academic and professional service staff involved in institutional and sector-wide educational agendas and projects

#### *External Contacts*

- Student Participation in Quality Scotland
- Quality Assurance Agency Scotland
- Other professional networks as appropriate

### **Person Specification**

#### **Knowledge, Experience and Qualifications**

##### *Essential*

- Educated to degree level or equivalent work experience
- Experience of working in higher education or similar environment
- Experience of supporting projects to completion within tight deadlines
- Experience of supporting and managing the functioning of committees
- Experience of undertaking and completing desk-based research and marshalling material into easily digestible reports

- Knowledge of student engagement and feedback systems within higher education.
- Knowledge of the function, remit and roles of Students Association.

*Desirable*

- Experience of workshop design, delivery and evaluation
- Knowledge of quality assurance and enhancement systems and processes within higher education

**Skills & abilities**

*Essential*

- Excellent communication skills, including the ability to present complex information to a variety of audiences
- Excellent committee management, minute taking and report writing skills
- Ability to communicate effectively with a range of audiences, both verbally and in writing
- Ability to solve problems as part of a team and resolve straightforward issues independently
- Ability to organise and prioritise workload effectively
- Ability to work independently and with own initiative
- Ability to network effectively at all levels the School
- Excellent IT skills with an advanced knowledge of the Microsoft Office suite of applications

*Desirable*

- Ability to understand, interpret, implement and propose improvements to complex policies and procedures
- Ability to analyse simple metric and qualitative data and report findings and outcomes.

**Personal Qualities**

*Essential*

- Proven ability to work accurately, precisely and with a great attention to detail
- Proven ability to work to deadline and exhibit a degree of independence.
- Strong team working and collaboration skills

**Terms and Conditions**

Contract:	Fixed term - 12 months
Probationary Period:	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary:	Grade 6, £34,308.00 – £39,745.00 per annum pro rata
Hours:	28 hours per week
Holidays:	30 days plus 11 statutory holidays pro rata
Pension:	Local Government Superannuation Scheme
Notice Period:	3 months