

## Job Description



Staffordshire University Services Ltd

### General Details

Job title:	Education Liaison Officer (SRA-19-05)
Faculty/School/Service:	Student Recruitment and Admissions
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full-time working 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	6 September 2019

### Job Purpose

To increase undergraduate income stream through engagement with targeted UK schools and colleges, with the specific task of delivering applications and enrolments through business development activity including events, presentations and negotiation.

An annual programme of tasks and targets will be set in order to ensure applications are converted to successful enrolment.

### Relationships

Reporting to:	Education Liaison Manager
Responsible for:	Not applicable

### Main Activities

- To work proactively in the promotion of Staffordshire University to prospective students, teachers, parents/carers, tutors and higher education advisors across the UK, managing key contacts within a CRM system
- To work with Education Liaison Manager in delivering an annual plan of recruitment activity within a targeted group. To meet set targets through maintaining existing relationships and identifying and creating potential new customers and business opportunities
- To work proactively developing and delivering tailored programmes of activities for key schools and colleges both on and off campus in order to maximise the income potential and highlight new opportunities
- Preparing and delivering presentations, workshops and events to promote Higher Education, specifically Staffordshire University

- To deliver IAG at recruitment events, both on and off campus recruitment events, notably Open Days, UCAS Events, Careers Events and Fairs
- Preparing and delivering presentations to promote Higher Education, specifically Staffordshire University
- To establish and nurture a network of key education contacts. To work proactively developing and delivering tailored programmes of activities for key schools and colleges both on and off campus
- To produce evaluation reports on activity and targets on a monthly basis utilising CRM
- To liaise with tutors and advisors in schools and colleges, building relationships and networking, to raise awareness of the University's provision and to encourage progression, application and enrolment
- To assist with the delivery of progression agreements, applications and enrolment by managing the target group of schools and colleges
- To liaise with the University's faculties and services regarding the feedback from recruitment activities and other recruitment initiatives
- To work closely with Admissions and Marketing Teams to share best practice and resource allocations to meet specific operational and strategy needs
- To project manage a range of recruitment initiatives
- To perform any reasonable duties within Student Recruitment and Admissions

### Special Conditions

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau). This will include details of cautions, reprimands or final warnings, as well as convictions.

Staffordshire University Open Days will be regarded as normal working hours, with lieu time taken if exceeding the working week.

Candidates should have the ability to travel in a cost effective manner which may be through access to a vehicle in order to deliver the off-campus education liaison programme of activity.

Some work may require considerable UK travel and work away from home at busy recruitment times. Candidates should have the ability to travel in a cost effective manner which may be through access to a vehicle.

The office operates flexible working hours.

### Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

## Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

## Guidance for Disclosure Applicants

Please note that, if you are offered this position, the appointment procedure requires you to apply for either a Standard or Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed in the enclosed job description.

Standard Disclosures are primarily for posts that involve working with children or vulnerable adults or is of such a kind where the postholder will have access to these groups in the course of their normal duties.

Enhanced Disclosures are for posts that involve a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure you will be provided with the relevant form and guidance notes supplied by DBS. You must carefully complete and return the form and send it to Human Resources together with various **original** documents confirming your identity (full details will be provided at the time).

Your completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send a Disclosure to you at your home address, which will list any details obtained from those checks (except in the case of Additional Information which is released to the University only, by the Chief of Police). You will then need to arrange to provide the original Disclosure to a member of Human Resources, in order for the clearance to be verified. In the event of the DBS check highlighting information held on any of the databases accessed, a member of Human Resources may contact you to arrange

a meeting to discuss the details in order to make an informed decision as to whether or not this affects the offer of appointment. The final decision as to whether your appointment can proceed will be made by the Director of Human Resources.

## **Policy Statement on the Recruitment and Employment of Ex-Offenders**

### Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS code of practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging peoples' criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions subject to relevant legislation and reasonable judgement.

### Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trade union activity or offending background.
- We have a written policy on the employment of ex-offenders which is available on the University's website.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Staffordshire University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment.

- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.