

Job Description

General Details

Job title:	UniConnect Hub Manager (Ref SRA20-3)
School/Service:	Marketing, Recruitment and Communications
Normal Workbase:	Stoke campus
Tenure:	Fixed Term until 31 July 2021
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 7
Date Prepared:	November 2020

Job Purpose

As part of the Office for Students UniConnect Programme the role will be responsible for managing the successful operation of a sub-regional Outreach Hub. With direction from a central team at Keele University, the Hub Manager will be responsible for meeting all requirements of the project, including the development and delivery of Outreach activities and events to a target list of secondary schools and colleges throughout Staffordshire, Shropshire and Cheshire; the management of data collection and evaluation; management of budgets; and meeting the reporting requirements of the funding.

Relationships

Reporting to:	Director for Student Recruitment and Admissions
Responsible for:	UniConnect Officer (x3) UniConnect Hub Administrator

Main Activities

Work Processes and Results

- To manage and be responsible for the successful operation of Staffordshire University's UniConnect Hub.
- To manage the budget effectively, ensuring that Project Officers are maximising the use of project funding.
- To have an oversight of the account managed schools that sit within the Staffordshire University UniConnect Hub, delegating responsibility to Project Officers as appropriate.
- To be responsible for reporting on all aspects of the Hub's budget and activity to the lead institution.

- To take responsibility for the Staffordshire University Hub achieving all targets set by the central team in accordance with the Office for Students funding terms and conditions.
- To ensure Staffordshire University Hub's provision remains up to date on the central UniConnect website.
- To develop and deliver a range of agreed Outreach activities such as summer schools, master classes and young person conferences.
- To contribute to specialised projects in accordance with the direction given by the UniConnect central team and Office for Students as main funders, for example: Higher Apprenticeships Outreach campaign, raising the aspirations of specific cohorts of learners etc.
- To oversee the effective gathering of participant information in order to allow the monitoring and evaluation of impact by the central team.
- To oversee liaison with Staffordshire University's academic staff to ensure buy-in and fulfilment of the curriculum support agenda
- To work accurately to meet all deadlines set by the central team, including on the development and delivery of activity, and on all reporting requirements of the Hub.
- To be responsible for bringing to the attention of the Programme Manager in a timely manner any problems or issues which may have a detrimental impact on the project.

Team Work

- To work with other Hub Managers across the UniConnect network to build effective relationships.
- To work alongside the Staffordshire Recruitment and Outreach team(s) to ensure that the activity offered by the UniConnect Hub is complementary and not a duplication of institutional activity.
- To attend monthly meetings with operational contacts across partner universities.

Communication / Documentation

- Communicate effectively across a wide range of audiences.
- Liaise, establish and maintain positive links with external agencies and providers.
- To work with the central team to ensure all communications and marketing of the project is relevant, up to date, and appropriate for a school audience.
- To contribute to social media campaigns with direction from the central team.
- To contribute to marketing materials developed by the central team
- To act as the main point of contact for senior leaders in account managed schools i.e. Heads and Principals.

Supervision / Staffing

- Lead, manage and develop the UniConnect Hub staff.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.

- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the University's environmental policy and procedures and seek to promote environmental sustainability within area of responsibility.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of equality and diversity.
- Thorough understanding and application of the Dignity and Respect Framework.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Co-operate with Staffordshire University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and School/Departmental health and safety arrangements are complied with.

Other

- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake other such responsibilities as may reasonably be required

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). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

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

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

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.

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 offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant 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 relevant 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 the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources & Organisational Development together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources & Organisational Development.

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 the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to Human Resources & Organisational Development to be scrutinised. In the event of the DBS check highlighting information held on any of the

databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether 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 people's 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 trades 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 called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources & Organisational Development at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as

such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions

- 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
- 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 is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.