



Job Description

Job Title	Regulations and Compliance Advisor
School/Service/Institute	Student and Academic Services
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 5
FTE/Hours	1 FTE

Job Purpose

- To carry out casework relating to student appeals, complaints, fitness to practise, fitness to study, temporary suspensions, academic conduct and student conduct.
- To support the development of University regulations, including providing expert advice and training to staff and students.
- To support applications for Disclosure and Barring Service checks for students on courses leading to professional registration
- To support the implementation of University processes for the consideration of exceptional circumstances and the University Award Board for Exceptions

Relationships

Reporting to:	Regulations and Compliance Manager
Responsible for:	N/A

Main Activities

- To carry out casework relating to student appeals, complaints, fitness to practise, fitness to study, temporary suspensions, academic conduct and student conduct.
- To support the development of University regulations, including providing expert advice and training to staff and students.
- To maintain accurate and up to date information on the student record relating to student appeals, complaints, fitness to practise, fitness to study, academic conduct, temporary suspensions and student conduct.
- To support the implementation of University processes for the consideration of exceptional circumstances and the University Award Board for Exceptions
- To provide support for relevant student hearings, including fitness to study and practice, temporary suspension and student conduct
- To work collaboratively with Schools and Services to respond in a timely and

professional fashion to casework

- To respond to requests for information made in accordance with various legislation including the Freedom of Information Act 2000
- To support the digitisation of Regulations & Compliance activity, with a focus on student accessibility
- To effectively use technology to increase efficiency and support continuous improvement
- To proactively respond to and resolve a wide range of queries by telephone, email or text message, face to face or in writing in a timely and courteous manner
- To participate in key University events including Examinations, Enrolment Weekend and Awards Ceremonies; promoting the provision within Registry as appropriate.
- To propose solutions to address identified issues, including proposals for new plans and procedures.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- 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

Special Conditions

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University 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 postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. 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 applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.