

JOB DESCRIPTION

General Details	
Job title:	Study Skills Advisor
Subject area:	Library & Learning Development
Base location:	Wembley
Area of the Institution:	Registry
Contract type:	Permanent
FTE:	1.0
Band:	5
Salary:	£26,809.50 to £29,709.30
Date prepared:	
People Relationships	
Reporting to:	Librarian
Responsible for:	N/A

Job Purpose
<p>The post holder will utilise their knowledge and expertise to:</p> <ul style="list-style-type: none"> • Deliver appropriate academic and study skills programmes for the student community • Work collaboratively with academic staff and Library colleagues to identify additional areas of support around academic and study skills for the student community • Contribute to developing effective, engaging and innovative in-house academic and study skills programmes to meet the skills enhancement needs of a varied student community
Main activities
<p>Areas of operational responsibility include but are not limited to those outlined below:</p> <ol style="list-style-type: none"> 1. Work in collaboration with the other Study Skills Advisors, academic staff and the Library teams based at all campus sites to deliver appropriate academic and study skills programmes for the student community. 2. Working with the other Study Skills Advisors, academic staff and the Library teams to contribute to: <ul style="list-style-type: none"> • maintaining parity of service provision across all campus sites and high quality and effective academic and study skills provision is delivered at the appropriate point in the academic cycle/student journey

- the development and maintenance of relevant policies and procedures to ensure that the academic and study skills provision is delivered in line with Department and Institution strategic aims, SLAs and KPIs
3. With the support of the Head of Department, Deputy Dean Learning & Development and in collaboration with the Academic Leads, to contribute to the development and delivery of a comprehensive programme of academic and study skills that:
 - are consistent with the academic requirements of the curricula
 - where required provide targeted services to specific course or specific student groups
 - consistently seeks to enhance the range of academic and study skills available
 - provides sufficient flexibility to offer equal provision for students with complex support needs requiring additional or bespoke consideration
 4. Work collaboratively with academic staff, departmental colleagues and colleagues across the wider UCFB to actively monitor service provision and success to:
 - identify areas of academic and study skills where additional / changes to available support for students would enhance their ability to engage with and progress on their main academic programmes
 - ensure that students receive parity of access to academic and study skills services and / or a comparable range of opportunities irrespective of their campus location / mode of attendance
 - ensure that all services are provided in line with equality, accessibility and inclusivity benchmarks
 - Collect, analyse and report on data of service users to the Head of Department to assist with the monitoring and evaluating of the academic and study skills service and support critical institutional activities,
 5. Where requested, represent the academic and study skills service at Academic Briefings, other appropriate internal and external working groups, committees and external professional events and forums.
 6. With the support of the Head of Department, Deputy Dean Learning & Development and in collaboration with the Academic Leads contribute to the development and delivery of effective, engaging and innovative in-house academic and study skills programmes and source external resources to meet both general and targeted skills enhancement needs.
 7. Provide expert advice to academic teams during key course and programme development events, and actively contribute to short, mid, and long-term, academic skills development

projects aimed at enhancing students core academic skills, working with academic staff and other subject experts.

8. Build strong collaborative relationships with key internal and external stakeholders paying particular attention to Academic Staff, the Institution's Student Community and, external academic and study skills providers.
9. Actively promote the academic and study skills services on offer to internal and external stakeholders e.g:
 - Academic Teams and Student Communities
 - wider Registry and UCFB
 - external organisations offering skills development orientated products
10. Contribute to the development and delivery of strategic projects in support of the Departments and Institution's strategic aims with a particular focus on initiatives to enhance the services provided by / overseen by the Library & Learning Development Department.
11. Support as required the delivery of Departmental milestone activities/events eg. Open days, outreach events, enrolment, inductions, academic and study skills workshops and drop-ins.
12. To undertake appropriate staff development and professional training in line with the business objectives of UCFB.
13. To work within the policies of Health and Safety and Equal Opportunities.
14. To work flexibly and responsibly and undertake any other duties relevant to the level of the post.

Key Stakeholder Relationships

Internal:	Head of Department Deputy Dean (Learning & Development) Academic & Study Skills Lead colleagues Librarian/s and other Library colleagues Academic colleagues (cross-campus) Student communities (cross-campus)
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	<p>Colleagues from the Student Support, Academic Quality, and Employability & Career Planning Departments</p> <p>Technology & Change Team</p> <p>Other UCFB academic and professional services colleagues at all levels (cross-campus)</p>
External:	<p>Validating Partners</p> <p>Colleagues working in Academic & Study Skills areas across the wider HE sector</p> <p>External companies and providers of relevant services and products</p> <p>Professional standards and regulating bodies (as appropriate to the remit of the Library & Learning Development Department)</p>

Person Specification			
HEI: UCFB		Location: Wembley (some travel between sites will be expected)	
Department: Library & Learning Development		Responsible to: Librarian	
REQUIREMENTS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT*
1. Qualifications & Training	First degree (honours) or equivalent experience in a relevant field Relevant additional professional qualifications in the field of Academic & Study Skills	Membership or Fellowship of relevant professional associations (e.g. AHEP, PATOSS, ADSHE or Dyslexia Guild) Teaching qualification	1,2,4
2. Previous Work Experience	Demonstrable experience of working successfully with academic colleagues in the delivery of co / extra-curricular study skills programmes within the UK Higher Education sector Knowledge and experience of the day to day delivery of an HE Study Skills service Experience of working within a fast paced and high pressure team environment Knowledge and understanding of the regulations governing the provision of academic & study skills support and services in HE Knowledge and understanding of the QAA Quality Code and how it informs the work of the LLD Department Experience of actively contributing to appropriate external networks relevant to this post	Experience of working successfully with academic colleagues in the delivery of co / extra-curricular study skills programmes within the International Higher Education sector Understanding of the issues and challenges facing small, specialist Institutions and Higher Education providers Experience of using student information systems, preferably Tribal EBS and / or Tribal SITS	1,2,4
3. Specific Knowledge/ Skills/ Abilities Required	Excellent interpersonal skills including high levels of competency linked to: <ul style="list-style-type: none"> effective communication and articulation 	Well-developed data analysis skills	1,2,3,4, 5 (via probation period)

	<ul style="list-style-type: none"> empathy and openness team working and collaboration <p>Demonstrable competencies in the creation and delivery of high quality documentation / presentations and skills training sessions etc. in engaging and audience appropriate formats</p> <p>Well-developed skills associated with:</p> <ul style="list-style-type: none"> problem identification, articulation and resolution use of judgement in complex situations critical and innovative thinking attention to detail <p>Well-developed IT skills which must encompass:</p> <ul style="list-style-type: none"> full MS Office suite ability to quickly adapt to using new systems and software 		
4. Motivation/Attitude	<p>Professional approach to work</p> <p>Reliable</p> <p>Organisational Skills</p> <p>Flexibility</p> <p>Excellent interpersonal skills</p>		2, 5 (via probation period)
5. UCFB/Values	<p>Fair play for all</p> <p>One team united around sports education</p> <p>Bringing your best game</p>		2, 5 (via probation period)
*1=Application Form; 2=Interview; 3=Test/Presentation; 4=Documentary Evidence; 5=Other			