Student Development Partner

**Department:** Careers and Placements, Student Careers and Systems, Student and Academic Services

**Hours of work:** Full-Time / 37 hours a week

**Contract type:** Open

(starting between 1 September 2022 and 1 October 2022)

**Salary:** £34,308 - £42,155 a year / Grade 6
Introduction

The Student Development and Leadership Team has responsibility for delivering initiatives, including York Strengths, York Leaders and York Award, that support students in developing, recognising and articulating their employability characteristics (skills) wherever this occurs across their student experience. This supports students' self awareness, engagement in opportunities that support their career readiness (including work experience), and confidence in pursuing a career they will do well in and enjoy.

The team delivers these initiatives both efficiently at scale to the whole student body, and with a particular emphasis on supporting students in leadership or other roles across the student community.

Main purpose of the role

You will use your significant experience in a teaching or training delivery role to support the design, delivery and evaluation of a range of developmental learning activities for students to support them in their career journey. You will be able to apply a blended learning approach to enhance our provision through the use of technology, for example through the development of online courses and materials, webinars and digitally enabled platforms, as well as provide excellent face to face learning experiences.

You will have a passion for continuous improvement to services and be a flexible, pragmatic, can-do team player. You will be outcome-focused and evidence-driven to ensure the interventions we offer are aligned to the institutional and service strategic ambitions and priorities.

You will work under the direction of the Head of Student Development and Leadership and in collaboration with another Student Development Partner in the team. You will also work with colleagues across Careers and Placements and across the institution to support the design and delivery of student development and leadership activities including specific lead responsibilities for agreed elements of the York Strengths and York Leaders programmes.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

   - Contribute to the design, development, organisation, promotion, delivery and assessment of learning and development programmes, courses or workshops, to include the design and delivery of webinars and digital learning materials as well as face to face events.
   - Deliver student leadership events including being part of the delivery team of the York Strengths, York Leaders and Laidlaw Scholarship programmes.
   - Provide project management for elements of the programme as required, including taking particular responsibility for the recruitment and management of the York Strengths observer/associate pool.
   - Support the development and delivery of York Strengths activity across the university, within and alongside the curriculum, working collaboratively with the Faculty Employability Managers, Careers Consultants, academics and colleagues in other teams, disseminating best practice.
• Build effective and productive collaborative connections with colleagues in York University Students’ Union, Graduate Students’ Association, Colleges and across the wider institution to design and deliver a development programme for students in leadership roles to assist them in developing their leadership skills and reflecting on and drawing learning from their extra-curricular activity that supports their development and employability.

• Provide specialist support to colleagues in the Careers and Placements team for learning/teaching/training design in other initiatives. Deliver bespoke learning activities as agreed.

• Ensure provision of student development and leadership initiatives align with the Career Journey and support students to develop the employability characteristics being sought after by graduate employers.

• Ensure that learning activities delivered or provided are relevant and properly evaluated, and suggest improvements where appropriate; contribute towards the continuous improvement of learning media and materials.

• Ensure equality, diversity and inclusive learning principles are integral to all activities.

• Act as an ambassador for student development and leadership, actively promoting activities, initiatives and opportunities to students and staff to create greater engagement in the programmes.

2. University of York Responsibilities for Grade 6

Service and Operational Delivery

• Oversee a responsive and proactive support service to ensure service expectations are met.

• Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.

• Contribute to operational leadership teams and decision making to shape the nature and level of support services.

• Implement changes to the design and development of a service.

• Accountable for delivery of a service within a defined area or defined responsibilities.

• Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.

• Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis

• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement

• Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.

• Ensure the review and improvement of systems and procedures in line with University frameworks.

• Review internal and external practice to identify opportunities for future improvements or efficiencies.

• Apply expertise to identify, understand and propose resolutions for issues or problems.
- Proactively identify opportunities for building personal knowledge and skills for self and others.
- Deliver knowledge sharing on specialist defined processes across the broader team.

**Specialist Contribution**
- Provide advice to stakeholders in relation to complex policies, procedures and regulations.
- Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
- Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
- Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
- Deliver training, teaching and/or development delivery for stakeholders.

**Collaboration and Communication**
- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

**Governance and Oversight**
- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

**Planning and Organisation**
- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
## Person specification

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A first degree or equivalent</td>
<td>Desirable</td>
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<tr>
<td>A postgraduate teaching qualification or equivalent professional training qualification (eg PGCE / CIPD / PGCAP) or extensive relevant experience</td>
<td>Essential</td>
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<tr>
<td>Professional coaching qualification</td>
<td>Desirable</td>
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<tr>
<td>Working knowledge of a wide range of learning, development and assessment methodologies, approaches, techniques and learning interventions, including digital learning, coaching/mentoring, webinar delivery and workshop design</td>
<td>Essential</td>
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<td>Knowledge of relevant core learning content and theory (including leadership development, reflective practice and professional/core skills development)</td>
<td>Essential</td>
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<td>Awareness of the skills requirements and recruitment/early talent development approaches of graduate employers, and approaches to developing employability in UK higher education.</td>
<td>Desirable</td>
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<td>Experience of designing, managing and delivering programmes of learning (ideally in FE, HE and/or early career environments).</td>
<td>Essential</td>
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<td>Ability to monitor and evaluate training provision and recommend improvements</td>
<td>Essential</td>
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<td>Familiarity with webinar delivery on platforms such as Zoom and Blackboard Collaborate</td>
<td>Essential</td>
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**University of York Person Specification for Grade 6**
Qualifications:
Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

Skills - demonstrates the ability to:
- Lead projects
- Gather, analyse, interpret and report complex data/information
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools

Behaviours:
- Works collaboratively with others
- Delivers a quality service
- Develops self and others
- Actively champions respect, inclusivity, equality and diversity
- Identifies and implements continuous improvement