

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Student Engagement and Enhancement Placement

## **College/Department**

PLT: Student Engagement

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0170-22

## **Salary**

£18,278 per annum

## **Reports To**

## Engagement Officer (International)

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Student Engagement and Enhancement Placement is key to supporting the activities that contribute to enabling an environment where students can thrive and succeed at university. Working with the Student Engagement and Enhancement team (SE&E), the post holder will reflect on their own experiences, student insight gathered from student voice mechanisms and sector research to provide an evidence base to support SE&E. This evidence will be used to identify and co-create activities for all students as well as bespoke groups of students throughout the student journey. These activities will support the student experience and facilitate impactful change across the University. All activities will need to be student-focused, using empathy, understanding and reflection. The role is collaborative and will work across the SE&E team, wider Student Engagement department and across the University.

The post holder will have the flexibility to grow, identify areas of development and will have continued support and coaching throughout the placement with the team.

## **Principal Accountabilities**

1. Critically reflect on current activities and practices to ensure that these are student focussed, using recent experience of being a University of Derby student and using the University services.
2. Contribute to collection of student voice through a variety of mechanisms, reporting student insight gathered to provide institutional understanding. Assist with identifying recommendations for enhancements and support with the effective communication of action taken to close the feedback loop.
3. Use evidence informed approaches through exploring internal and external research on student engagement and enhancement.
4. Contribute to identifying, planning and the delivery of activities for all students and bespoke activities to specific student groups
5. Support with recording Student Engagement and Enhancement activity, tracking actions, being a contact point for enquires, organising meetings, and other administrative functions to ensure the efficient operation of the office, in line with policy and procedures.
6. Follow through the journey of an event, ensuring that logistics, communications, and monitoring impact are embedded.
7. Network across the institution, and externally, to ensure that student engagement is fully understood, action is taken where necessary, and successes are celebrated.
8. Support with team projects and ensure that own initiative is used.
9. Strive to ensure that opportunities for development or alternative ways of thinking are capitalised on and taken forward both within the team and when influencing others.
10. Undertake training as required, taking responsibility for maintaining and updating knowledge and skills.
11. Work in accordance with university policies and procedures (including Equality and Diversity and Data Management), promote social mobility, equality and diversity for students and staff and sustain an inclusive environment

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* GCSE C (grade 4 equivalent) in English & Mathematics.
* Working towards an undergraduate degree at the University of Derby.

#### **Experience**

* Experience of working with Microsoft Office packages or equivalent.

#### Experience of researching, data collection, data analysis and reporting

* Experience of using a variety of communication medium, authoring, editing and proof reading

#### **Skills, knowledge & abilities**

* Awareness of the University of Derby and its student body
* Knowledge of a customer focused environment
* Ability to network effectively and work across teams and with internal and external stakeholders
* Demonstrable research and data analysis skills
* Ability to contribute to team discussions with confidence and fresh ideas
* Ability to innovate and think creatively, work on own initiative, and prioritise workload

#### **Business requirements**

* A flexible approach to working will be required including occasional evening and weekend working

### **Desirable Criteria**

#### **Experience**

* Experience of supporting events
* Experience of supporting projects

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However, you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)