



# Senate Officer

Department	Quality Enhancement & Assurance Team		
Directorate	Education Enhancement		
Staff Category	Administrative and Professional	Reference No	650522
Reports To	Deputy Head of the Senate Office	Grade	7
Salary Range	£36024 - £44263	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	16/10/2024
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).		On Site Facilities
Holidays	31 days + 11 statutory days Option to purchase additional holidays.		
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## Job Advert

The University of Strathclyde is seeking a Senate Officer to support the Deputy Head of the Senate Office in delivering a high-quality secretariat to Senate and Senate Business Committee and act as Deputy Committee Manager to these committees. The Senate Officer will also be responsible for reviewing academic appeals and discipline cases and producing recommendation reports for senior colleagues of the University, including the Vice-Principal and the University Secretary. The Senate Officer will be an effective communicator who is able to proficiently manage their own workload to ensure that deadlines are consistently met.

The Senate Officer will be responsible for managing shared mailboxes and SharePoint repositories and for responding to requests for advice and guidance from staff and students. They will understand the complexities this can present and demonstrate good attention to detail. The Senate Officer will be a resilient colleague who is able to manage student casework sensitively, demonstrating a high degree of tact and professionalism when dealing with challenging cases.

The Senate Officer will support the Deputy Head of the Senate Office in delivering new resources for staff and students and in implementing and maintaining a new University-wide system to ensure effective record keeping for student casework. The post holder will be in contact with a range of colleagues across the University and will be required to establish positive and effective working relationships to further the work of the Senate Office.

Applicants for this role will have experience of servicing committees within Higher Education, and of producing reports and other documentation for committees and colleagues. They will be experienced in undertaking student casework and will have a good understanding of student appeals and discipline within a Higher Education or similar context.

In line with the University's agile working practices, this role may be suitable for hybrid or blended working.

### Brief Outline of Job:

Enter Brief outline of job.

### Main Activities/Responsibilities:

1.	To support the Deputy Head of the Senate Office in providing the secretariat to Senate and Senate Business Committee, acting as Deputy Committee Manager to these committees. This will include ensuring that distribution lists and the Senate webpages and SharePoint sites are regularly updated. The Deputy Head of the Senate Office will delegate tasks to the Senate Officer in relation to Senate work, i.e. producing update reports, running elections, helping with induction of new members to Senate, reviewing submitted papers, ensuring follow on actions from Senate are followed up etc. In the Deputy Head of the Senate Office's absence, the Senate Officer will step up to become the Senate and Senate Business Committee Manager.
2.	To produce clear and concise reports for the Vice-Principal and Deputy Associate Principals for Senate Academic Appeals, as directed by the Deputy Head of the Senate Office. This will involve liaising with Faculty Offices to obtain information and confirm understanding of Faculty processes and practises, liaising with students to obtain any required further information and ensuring that deadlines for returning these reports are met.
3.	To produce clear and concise reports for the University Secretary for student disciplinary cases, as directed by the Deputy Head of the Senate Office, proposing recommendations as to whether cases should progress to a Senate Discipline Committee hearing under Stage 2 of the Student Discipline Procedure. This will require liaison with colleagues across the University, such as Misconduct Officers, colleagues in the Directorate of Student Experience, Faculty colleagues etc., and with students.
4.	To work with the Deputy Head of the Senate Office to produce, develop and enhance a range of resources for staff and students in relation to appeals and discipline processes to enhance an understanding of these, considering ways in which information can be imparted in an engaging and innovative manner.
5.	To organise and attend the Misconduct Officers Forum, to discuss the Student Discipline Procedure and associated forms and guidance, to troubleshoot, to share good practice and to inform future developments for the processes.
6.	As directed by the Deputy Head of the Senate Office, to review and update procedures and policies relating to appeals and discipline and related activities. This will require consultation with a range of colleagues and will take account of regulations, policies and procedures that interact with Academic Appeals and the Student Discipline Procedures.
7.	To support the Deputy Head of the Senate Office in introducing a new University-wide system, potentially on SharePoint, to enable the capture of appeals and discipline records from the start to finish of the process. Once the system is introduced, the Senate Officer will remain in contact with key colleagues across the University to ascertain whether further developments are required and report on this regularly to the Deputy Head of the Senate Office.
8.	To respond to Freedom of Information requests in relation to appeals and discipline cases and to consider, with the Deputy Head of the Senate Office, how this information can be extracted from the new system, (see point 7 above) to ensure a rapid turnaround in response to these requests.
9.	To produce annual reports in relation to student casework, identifying trends, opportunities for development and making recommendations to enhance practices, both within the Senate Office and more widely across the University.
10.	To undertake other duties in line with the post holder's grade, as directed by the Deputy Head of the Senate Office. This will particularly be the case in periods where student casework typically reduces in volume and/or when the University is undergoing external review.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A degree and, for some roles, a professional qualification in a relevant subject area plus significant, relevant experience in a similar or related role/s. Alternatively, extensive experience in a range of steadily larger, directly relevant roles required

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## Experience

- E2 Experience of working within a Higher Education or similar environment
- E3 Experience of committee management, including providing professional advice and support to members and convenors
- E4 Experience of managing student case work, using tact and diplomacy to ensure cases are dealt with in a timely and appropriate manner
- E5 Experience of negotiating and working collaboratively with a diverse range of academic and professional services colleagues, demonstrating tact and diplomacy in sensitive situations

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## Job Related Skills and Achievements

- E6 A demonstrable understanding of academic governance within Higher Education
- E7 Proven ability to manage own workload to meet varied and competing deadlines consistently
- E8 Demonstrably advanced organisational skills, with the resilience to work effectively in a busy role
- E9 A demonstrable understanding of the complexities and challenges of student casework and current developments within the Higher Education sector
- E10 Ability to rapidly sift through significant amounts of varied information and assimilate this quickly to provide clear and concise reports for a senior audience
- E11 Excellent IT skills with the ability to adapt quickly to new software and systems
- D1 Experiencing of reviewing and revising/drafting policy and procedural documents

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## Personal Attributes

- E12 Excellent written and verbal communication skills, with the ability to produce documentation/content for a variety of audiences
  - E13 Excellent attention to detail, with an understanding of the importance of this attribute in relation to student casework
  - E14 A proactive approach to work and able to respond flexibly to changing demands and competing priorities
  - E15 Confident in liaising with senior colleagues and understanding their support requirements
  - E16 A high level of tact and diplomacy, with an understanding of sensitivities surrounding student case work
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## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Sarah Currie, Deputy Head of the Senate Office ([sarah.currie@strath.ac.uk](mailto:sarah.currie@strath.ac.uk)).

## Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

## Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

## Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

## Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Interviews

Formal interviews for this post are likely to be held during the week commencing 4 November 2024.

## Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

