****

**Queen’s University Belfast**

**Student Experience Consultants (Assessment Support Framework)**

**Role Pack**

**Job Description, Person Specification & Application Form**

Queen’s University Belfast is an Equal Opportunities Employer.

All information will be treated in confidence.

**Closing Date: 23:59 (Belfast Time) on Sunday 29 January 2023.**

**Anticipated Interview Dates are: Wednesday 8 February 2023.**

*Candidates should hold these dates in their diary to ensure they are available in the event they are shortlisted and invited to interview.*

**Please Email Applications to:** Mr Stephen McCrystallStephen.McCrystall@qub.ac.uk

Late Applications will not be considered.

Please turn overleaf.

# **About the Role / Job Description**

Academic Affairs are seeking to recruit up to three Assessment Support Framework (ASF) Student Experience Consultants (1 x Undergraduate (UG); 1 x Postgraduate Taught (PGT) and 1 Postgraduate Research (PGR)) Students to join their team to contribute to this exciting University project.

The primary role of the ASF Student Experience Consultants will be to support the design and build of the innovative Assessment Support Framework (ASF) (<https://go.qub.ac.uk/ASF-Project>) on behalf of the University. The ASF Student Experience Consultants will work directly with the Project Leads, engaging with students and staff connected to the overarching project and across the University. This includes, but is not limited to, members of the Project Implementation Group, and Project User Group.

The postholder will play a key role in ensuring the student voice is firmly embedded within each stage of the development of the ASF and help to design and shape content that promotes how students can be empowered to become healthy learners and make informed decisions around preparing for and engaging with assessment.

This role is on a casual basis, working up to a maximum of 20 hours per month (approximately 5 hours per week, but hours will vary) during term-time, and up to 80 hours per month (approximately 20 hours per week) outside of term-time. Hours may vary throughout the project and will be subject to funding. It is anticipated that this post will be available until August 2023 but will be reviewed on the basis of funding.

The postholder will primarily work Monday to Friday, however occasional evening and/or weekend work may be required.

The postholder will be based on-campus.

# **Major Duties**

1. As part of a wider team, to support the Assessment Support Framework (ASF) Project Leads to advance the design and build of the ASF, in line with the overall project plan and timelines.
2. To carry out internal and external research and insight, to make informed recommendations to support the development of resources and content that promotes students as healthy learners, with a detailed understanding of assessment policies, procedures, and practice, within a higher education context.
3. To facilitate and contribute to the ongoing co-design of the ASF, with key stakeholders of students and staff, to ensure the outputs are relevant, engaging, accessible, and of sufficiently high quality.
4. Collate information on specific project areas, completion of task-based activities, and identifying examples of good practice in Queen’s and in other educational institutions.
5. To develop engaging content in relation to the ASF including social media, web-based copy and graphics, intranet material, and project updates to key stakeholders.
6. Engage with key stakeholders connected to the development of the ASF, including but not limited to members of the Project Implementation Group, Project User Group, staff and students, and members of Faculties, Schools, and Directorates across the University.
7. To carry out administrative tasks including scheduling and planning meetings, developing action lists, and ensuring they are followed-up. To monitor, draft and respond to emails, and coordinate robust file management and version control across shared platforms e.g., Teams Sites.
8. Identify any new or emerging risks, escalating as required to the Project Leads, along with suggestions on mitigating the level of risk.
9. To use key software including Microsoft Office packages, such as Word, Excel, and PowerPoint. Other software including Canva, Padlet, and EdTech platforms will also be used.
10. To act as an ambassador for the University including supporting the team of Student Experience Consultants and academic and professional staff in service delivery as required.
11. To undertake all relevant training as required.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by the supervisor(s) and provide regular updates to supervisory staff.

# **Person Specification**

Applicants must be a registered student at Queen’s University Belfast for academic year 2022 – 2023 and for the full period that the post is available.

All students for whom English is not their first language must have achieved a minimum pass mark of 6.5 in the writing and speaking band of IELTS (International English Language Test Score) or equivalent (evidence to be supplied along with your completed application forms).

Applicants are asked to **specifically refer** to any **essential and/or desirable criteria** that they meet in their application statements, as the panel will use this information to shortlist and invite candidates to interview. Please provide clear examples, avoid acronyms or jargon that would not be familiar to panel members, outline your specific role, and be as clear as possible as the panel will not make assumptions based on any existing knowledge.

## Essential Criteria

1. Evidence of completing small, medium, and large tasks, as part of a wider project.
2. Evidence of working as part of a team.
3. Evidence of using own initiative to proactively progress goals and objectives, with a problem-solving attitude.
4. Demonstrate an understanding about the aims, objectives, and areas of focus of the Assessment Support Framework project.
5. Demonstrate a strong willingness to enhance the student experience.
6. An ability to work effectively both independently and in a team environment.
7. Excellent time management skills, with a flexible attitude and the ability to prioritise, meet deadlines and work under pressure whilst delivering high quality work.
8. Effective I.T. skills including evidence of use of packages such as Microsoft Office.
9. Motivated, energetic, and enthusiastic.
10. Flexible, with a willingness to learn.

## Desirable Criteria

1. Experience of working within a University setting.
2. Evidence of designing and building content across a range of platforms including, for example, Virtual Learning Environments, social media, or websites.
3. Evidence of presenting in front of small and large audiences.
4. Experience of working on marketing/promotional campaigns.
5. Experience of planning and organising events.

# **ASF Student Experience Consultant Application Pack**

## SECTION 1: Personal Information

|  |  |
| --- | --- |
| **Student Number:**Click or tap here to enter text. | **Title:**Click or tap here to enter text. |
| **First Names:**Click or tap here to enter text. | **Surname:**Click or tap here to enter text. |
| **Home Address:**Click or tap here to enter text. | **Postcode:**Click or tap here to enter text. |
| **National Insurance Number:1**Click or tap here to enter text. | **QUB Email Address:**Click or tap here to enter text. |
|  **Mobile Contact Number:**Click or tap here to enter text. | **Personal Email Address**Click or tap here to enter text. |
| **Are you Registered on QWork?****YES / NO** *Delete as appropriate.*  | **Do you have the Right to Work (RTW) in the UK?2****YES / NO***Delete as appropriate* |
| 1 If you are creating a new QWork account, and do not currently have a National Insurance Number, you can add a Temporary number in format TN 010101 M (Temporary Number, DOB, Male\Female). Please visit NI Direct or Gov.uk for information on applying for a NI number. As soon as your NI number is available, please send it to QWorkAdmin@qub.ac.uk 2 All successful applicants will have to have the Right to Work confirmed prior to being engaged to work for this post. You should contact QWork to complete your Right to Work checks. Please do this as soon as you have submitted your application.  |

## **SECTION 2: Education**

**(Please include additional rows if required)**

|  |
| --- |
| **Current Course of Study** |
| Click or tap here to enter text. |
| **Current Level of Study (e.g. Undergraduate, Postgraduate Taught, Postgraduate Research)** |
| Click or tap here to enter text. |
| **Anticipated Year of Graduation** |
| Click or tap here to enter text. |

**Training: Please highlight any training you have received which you feel would be relevant to this role. Include any names, dates, and details of training providers.**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

## **SECTION 3: EMPLOYMENT HISTORY**:

**Please start with your most recent employer and work backwards in time. List all jobs with each employer. Continue on a separate sheet if necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Job Title, main duties and responsibilities**  | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## SECTION 4: Experience and Skills

*Responses should be kept to 300-400 words per question.*

1. **Referring to the individual essential and desirable criteria set out on page 4, and by referring to specific examples, please outline your experience of supporting a project.**

|  |
| --- |
| Click or tap here to enter text. |

1. **Referring to the individual essential and desirable criteria set out on page 4, and by referring to specific examples, please outline how your skills and experience to date would help to embed the student experience in the development of assessment support resources at Queen’s.**

|  |
| --- |
| Click or tap here to enter text. |

## SECTION 6: Reasonable Adjustments

In the box below, please outline whether you require any reasonable adjustments in order to take part in any stage of this recruitment process. Any information will be treated in strict confidence.

|  |
| --- |
| Click or tap here to enter text. |

## SECTION 7: Declaration

By submitting an application, you consent to the following declaration: “I certify that, to the best of my knowledge, the information which I have given is true and complete. I accept that, if I have supplied any false statements or have withheld any relevant information, any offer of employment can be withdrawn, or an accepted appointment can be cancelled. In addition to the referees quoted, I understand that the University reserves the right to make such further enquiries on my candidature as it deems appropriate including any unspent civil or criminal convictions.”