



Job Description for Student Advisor (Part Time, 15 hours per week)

The Oxford University Student Union (OUSU) represents the 19,000 students of the University of Oxford and plays an important role in liaising with University authorities and local government and representing students to national government through the National Union of Students. The Student Union's commercial subsidiary, Oxford Student Services Limited, has a wide portfolio of projects including numerous publications and media outlets. OSSL is also responsible for the Student Union's entertainment arm – ZOO – which hosts club nights at venues around Oxford.

OUSU's Student Advice Service (SAS) is headed by the Vice-President (Welfare & Equal Opportunities) and deals with individual students facing difficulties during their time here. The SAS is a confidential and impartial listening, information and advocacy service. OUSU also produces a number of welfare guides, on issues such as disability and accommodation, and helps train welfare officers in the different Oxford Colleges.

The individual appointed will be expected to work closely with OUSU's officers in providing support and advice to students. The person will be located alongside OUSU's officers in Thomas Hull House, Bonn Square. The person appointed will have the following major responsibilities:

- Providing information and advice to undergraduate and graduate students on general issues such as finance, accommodation and academic concerns, and referring them to the appropriate sources of assistance when necessary.
- Collecting and maintaining a bank of information resources relevant to student life in Oxford, to answer student queries and to assist in the production of welfare publications by OUSU officers.
- Making contact with University Officers and local organisations, to understand their responsibilities and to be able to refer particular student enquiries or problems to the appropriate person or organisation.
- Maintaining confidential casework records for the Student Advice Service.
- Helping with training sessions for College welfare officers.
- Assisting with the writing and production of OUSU's welfare publications.
- Participating in the induction of new sabbatical officers, when they take up their posts in June of each year.
- Keeping up-to-date with legislation, policies and practices relevant to students in higher education, and share this information with other members of staff as appropriate.

Applicants should be able to demonstrate that they meet the following selection criteria:

- A year's experience of advice work, preferably in the last three years.
- Some experience of providing impartial advice to service users.
- An ability to listen and communicate effectively with a range of students who will have differing needs and perspectives (e.g. undergraduates, postgraduates, mature students, international students).
- A sensitive and non-judgmental approach to service users.

- The ability to communicate effectively in speech, writing and via email.
- Sound administrative skills.
- The ability to work using own initiative without supervision.

The following would be desirable:

- An understanding of the needs, problems and perspectives of students at Oxford,
- A knowledge of the higher education sector.
- Evidence of some relevant training, such as CAB training.

The person appointed will report to the Vice-President (Welfare & Equal Opportunities).

General Conditions

Salary will be pro-rata at grade 6 (£23,692 - £28,289), depending on qualifications and experience. If you are appointed at a salary below the top of this range, your salary will automatically be increased each year until you have reached the top point. There is also an annual 'cost-of-living' salary review, which normally takes place in summer each year. Pay and benefits for part-time appointments are worked out on a 'pro rata' basis. Annual leave entitlement will be 24 days of personal leave, 6 fixed days and 8 public holidays. The appointment will be subject to an initial probationary period of nine months, during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period the period of notice would be three months on each side.

The post is pensionable and the post holder eligible for membership of the Oxford Staff Pension Scheme. More information about this scheme is available on request.

How to Apply

To apply, please write a letter of application outlining your interest in the post and explaining how you meet the criteria, and send a detailed CV to **The President, Oxford University Student Union, Thomas Hull House, New Inn Hall Street, Oxford, OX1 2DH to arrive no later than noon on Monday 12th May.**

The list of duties and the 'selection criteria' for this job describe the sort of skills, experience, knowledge or abilities which we are looking for. We will interview those whose applications best meet these criteria, so it is very important that you should use your application to explain how you can match them. Remember that you will have gained abilities, experience and skills from many aspects of your life; some may come from education or work, and others from home or community life. Tell us about which schools or colleges you went to and any qualifications you have. List employment, voluntary work, hobbies, or family responsibilities which help to show how you meet the selection criteria.

Please give the names, addresses and telephone numbers of two people who are prepared to give you a reference for this job. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they can be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'work colleague', 'college tutor').

Your referees will be asked to look at the job details and tell us if, in their opinion, you could do the job. We will assume that we can approach them at any stage unless you tell us otherwise when you apply. So, if you wish us to ask for your permission before approaching a particular referee, or to contact them

only under certain circumstances (for example if we are calling you for interview, or if we have made you a conditional offer), *you must state this explicitly alongside the details of the relevant referee(s)*.

Your appointment will be subject to (i) the provision of original documentation which indicates your right to work in the UK, (ii) verification of qualifications via original certificates and (iii) the completion of an initial probationary period of nine months.

Finally, if you have difficulty with writing for any reason, work out what you want to say then ring us up to see if someone can help you.

Equal Opportunities statement

As an Equal Opportunity employer, we encourage applications from people of different backgrounds. All our jobs are filled in line with our equal opportunities policies, which helps us make sure that men and women, people of different races, sexual orientations, religions and those with disabilities are all treated fairly.

Policy Statement

We require that all staff are afforded equal opportunities within employment and that entry into employment with OUSU and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, or disability

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998.

Screening

Pre-employment screening may be carried out.