

SENIOR STUDENT LIFE ADVISER (COMMUNITY)

Student Services

SC4668

CANDIDATE BROCHURE



CONTENTS

- 3 What makes UEA so special?
- 5 Our Benefits
- 6 The Role
- 8 The Person
- 9 Further Information including How to Apply
- 10 About Student Services
- 11 Our Values
- 13 Accolades
- 14 A Sustainable University
- 15 Our Campus
- 16 Norwich - City of Stories
- 17 Location



WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere and Rachel Warren were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact **Lucy Aspey, Student Life Manager (Advice & Guidance)** via lucy.aspey@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive Rates of Pay



25 Days Holiday



14 Additional Statutory and Customary days



Contributory Pension



Staff Development



Sportspark Discount



Research Support



Health and Wellbeing



Library



Campus Facilities



Care Leave Policies



Sainsbury Centre for Visual Arts



Ofsted Outstanding Nursery



And much more!

Further information can be found on our [Staff Benefits page](#).

THE ROLE

The postholder will be a senior member of the Student Life Team and will be responsible for co-ordinating the day-to-day work of colleagues in the team.

The Senior Student Life Adviser will see students for individual appointments, drop-ins or group sessions to provide advice, guidance and support covering a wide range of issues, including assisting students with settling into University, advising on all matters involving community issues and be a key point of contact and support for students disclosing and/or reporting incidents of sexual harassment, sexual misconduct, bullying, harassment and discrimination.

The postholder will act as the main contact for complaints relating to students in the community and act as investigating officer.

The postholder will support the Student Life Manager (Advice & Guidance) in developing on campus community development projects.

The Senior Student Life Adviser will work closely with other members of Student Services, colleagues in Schools of Studies and Professional Services across the University.

KEY RESPONSIBILITIES

ADVICE SERVICE

- To co-ordinate the day-to-day work of the Student Life Team.
- To provide leadership, advice and guidance to the Student Life Advisers.
- To provide student-centred advice, guidance and support to prospective and

current students, covering a wide range of often complex issues, utilising comprehensive knowledge of University regulations and latest government legislation.

- To maintain an awareness and understanding of University policies and procedures where they impact on the student experience.
- To be a source of advice to Student Services staff, academic staff, and Professional Services.
- To be a point of contact and support for students disclosing and/or reporting incidents of sexual harassment, sexual misconduct, bullying, harassment, discrimination and hate crimes.
- To use knowledge and judgement when deciding to refer students on to both internal and external services.
- To undertake student casework, liaising with colleagues across the University.
- To deal sensitively with a diverse range of individuals, whilst abiding by the confidentiality policy.
- To maintain timely and accurate records of interactions, including details of any follow-up actions and referrals.
- Liaise with colleagues within the wider Service and with Professional Services to ensure appropriate support and accurate advice is provided to all students.
- To develop, feed in and maintain the Social Media content for the Student Life Team.
- To maintain the relevant internal and external website pages for Student Life.
- To provide drop in services around campus, as required.

THE ROLE (CONTINUED)

COMMUNITY

- To write and present workshops and organise activities to promote community building activity for students.
- To support and develop the Student Services activity centred around creating cultural change relating to behaviours that may constitute misconduct, coordinating with other teams across the service and UEA as needed.
- To support and develop the Student Services activity centred around the safe consumption of drugs and alcohol, coordinating with other teams across the service and UEA as needed.
- To develop, maintain and run the Student Services activity centred around preparing students for life in the community, both on and off campus, coordinating with other teams across the service and UEA as needed.
- To develop and maintain positive relationships with key community partners such as Norfolk Constabulary, the Local Authority, elected Council Councillors and Norwich University of the Arts and work with these to develop initiatives in the community to engage students living off campus to become positive members of the Norwich community and ambassadors for UEA.
- To liaise with local support services such as the local Sexual Assault and Referral Centre, Leeway and Sue Lambert Trust further enhancing the support provision for UEA students.
- To investigate complaints about students in the community, to mediate disputes between students and members of the community, and to escalate cases where necessary into the UEA disciplinary process.

OTHER DUTIES

- To represent the Student Life Team at particular events, such as Open Days, and Arrivals events, some of which take place outside of the usual working hours.
- To undertake any other duties commensurate with the grade of the post as assigned by the Manager.

EQUALITY, DIVERSITY, HEALTH AND SAFETY AND STRATEGY

- A strong commitment to the principles and practice of equality and diversity and a commitment to inclusion in Higher Education.
- Co-operate with UEA in ensuring, as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and health and Safety arrangements are complied with.

SPECIAL CONDITIONS

- A flexible approach to working patterns, to manage fluctuating demand.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the postholder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Two A Levels at Grades A-C **OR** equivalent qualification **OR** equivalent recent experience of working in a comparable role (E)
- Recent experience of providing advice, guidance or support to adults or young adults which may be in a welfare, educational, administrative or other equivalent and transferable setting (E)
- Recent experience of understanding, interpreting, conveying and applying policies, regulations, guidelines or legislation which may be in a welfare, educational, administrative or other equivalent and transferable setting (E)
- Experience of dealing with distressed or upset people (E)
- Degree level qualification or equivalent (D)
- Experience of providing structured advice on issues facing University students (D)
- Experience of delivering workshops on topics relevant to the job role (D)
- Supervisory or line management skills (D)

SKILLS AND KNOWLEDGE

- Experienced user of Microsoft Outlook, Word, Excel, Forms and PowerPoint (E)
- Excellent oral, written and interpersonal skills with ability to deal face-to-face, via telephone and email with individuals from a variety of backgrounds, culture and nationalities (E)
- Experience of receiving disclosures of sexual and/or domestic abuse (D)
- Experience of using a case management system (D)
- Experience of developing and maintaining relationships with external stakeholders (D)

PERSONAL ATTRIBUTES

- Sensitivity to diversity, experience of cross- cultural communication and providing services to people from a variety of cultural backgrounds (E)
- Commitment to high quality delivery, equal opportunity and confidentiality (E)
- Ability to work flexibly and independently as well as contribute effectively to team work (E)
- Ability to listen with empathy, dealing sensitively with a wide range of individuals (E)

- Demonstrable evidence of emotional resilience and ability to work calmly under pressure (E)

SPECIAL CIRCUMSTANCES

- This post is exempt from the Rehabilitation of Offenders Act 1974. Appointment will be subject to a criminal record check at Enhanced level from the Disclosure and Barring Service, including a check of the Child Barred List. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children (E)
- Annual leave may be restricted at certain times of the year (E)
- Willingness to work flexibly including out of hours (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the postholder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available immediately on an indefinite full-time basis.

Salary will be £29,605 to £36,024 per annum, on Grade 6 on the single salary spine.

Place of Work - The University is supporting a hybrid-working pilot of at home and on campus 'hybrid' working for many roles. We encourage discussions about how your working arrangements can be agreed to best balance the needs of the role and your personal circumstances.

The flexibility of the hybrid-working model allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

There will be varying requirements for different roles, further details will be discussed at interview.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk.

The post is superannuable under the Group Personal Pension and there is an annual holiday entitlement of 25 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment and a criminal record check

at Enhanced level from the Disclosure and Barring Service (which you will be required to pay for). It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk>

The closing date for this role is 11:59pm on **Monday 8 July 2024**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that interviews will take place via Microsoft Teams or in person on **Wednesday 17 July 2024** and if you have not heard by this date please assume you have not been shortlisted on this occasion.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.



ABOUT STUDENT SERVICES

Student Services is a central resource for all students studying at UEA, offering information, advice and guidance and therapeutic support to those who wish to discuss any issue or concern in a confidential, neutral and non-judgemental environment. The service offers both general advice as well as specialist support that covers student finance, living in University accommodation, disability, specific learning difficulties, wellbeing, international students, visa advice, and academic learning enhancement. The Service aims to help enable all students to gain the maximum benefit from their University experience and supporting students to manage any practical, developmental and personal matters that may impact upon their ability to achieve academic potential and personal goals. The Student Services teams have developed a wide range of workshop, group, self-help and

online resources for students which compliments the 1-1 interventions. The team are also responsible for the University dental practice, the University staff counselling service and the University's Faith provision. The wider team includes dedicated administrative support.

Student Services values being a diverse team and are committed to delivering services which are accessible, inclusive and affirming to students from all cultures, backgrounds, races, beliefs, sexualities, gender identities, and abilities.

Further information is available at <https://www.uea.ac.uk/uea-life/student-support>.



OUR VALUES

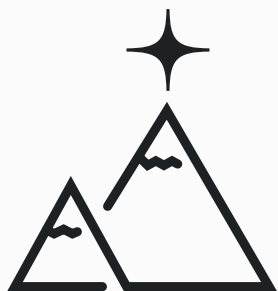
Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT



OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

