Job Summary

Job Title: Student Conduct Officer
Grade: 7
Salary: £34,804 to £40,322 per annum
Department: Student and Academic Services
Hours/Contract: Full-time and Permanent
Reference: 1483

Role Purpose

To be responsible for the management of student misconduct cases across the University, working proactively with colleagues to ensure that policies and procedures relating to student discipline and conduct are implemented effectively and assist in the development of such policies.

To investigate cases of misconduct, meeting with students as required and making recommendations on appropriate outcomes.

<table>
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<tr>
<th>Main Duties and Responsibilities</th>
<th>% Time</th>
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<tr>
<td>1. Oversight of student discipline cases, maintaining records and producing reports for senior officers and University committees.</td>
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<td>2. Advising students and staff on student discipline regulations and procedures and ensuring their consistent implementation across the University.</td>
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<td>3. Review reports on student misconduct, providing advice and guidance and using professional judgement to decide appropriate actions, including when cases should be escalated.</td>
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<td>4. Undertake investigations into cases of misconduct, including conducting interviews with students who have been reported for such misconduct, and recommending outcomes, including penalties, where appropriate.</td>
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<td>5. Collate information on complex cases for investigation by senior officers providing support during the conduct of their investigations including attending meetings with students.</td>
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<td>6. Work proactively with services across the University, including the Student Support Service, the Students’ Union Advice Service, attend causes of concern meetings and liaise with external agencies as required.</td>
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<td>7. Act as secretary to University committees and student discipline panels, providing professional support and guidance to their members and producing accurate reports in a timely manner.</td>
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<td>8. Draft communications to students and staff on the outcomes of consideration of student discipline cases.</td>
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<td>9. Contribute to the design and delivery of guidance and training for staff and students.</td>
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<td>10. Undertake such other duties commensurate with the grade.</td>
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Internal and External Relationships

The post-holder will be required to develop good working relationships with colleagues and students across the University at all levels. This will include Pro-Vice-Chancellors, the Academic Registrar, the Dean of Students, Heads of Department, Directors of Services, the Deputy Director of Academic Services, the Academic Services Manager (Complaints, Conduct and Appeals) Officers of the Students’ Union, the
### Job Summary

**Students’ Union Advice Service**

and external agencies which may include legal representatives or the police.

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**Planning and Organising**

Plan and prioritise own work and case load in consultation with senior colleagues, often balancing several complex cases and working to tight deadlines.

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**Qualifications, Knowledge and Experience**

**Essential**

- Educated to degree level or equivalent *
- Experience of working within a regulatory framework *
- Knowledge of current HE issues affecting students *
- Experience of undertaking complex and sensitive casework, including allegations of sexual and other serious interpersonal misconduct.
- Experience of servicing committees or discipline panels *

**Desirable**

- Experience of working with students
- Experience of managing student discipline procedures
- Experience of conflict resolution or mediation
- An understanding of the impact of new statutory requirements and national developments in student casework across HE

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**Skills, Abilities and Competencies**

**Essential**

- Ability to manage a varied and complex workload, working quickly and accurately to meet deadlines *
- Excellent written and verbal communication skills, with an ability to communicate complex information to a range of audiences*
- An understanding of quasi legal terminology and regulations *
- Ability to maintain strict confidentiality in all areas of work*
- Ability to handle a range of situations with sensitivity whilst remaining calm and professional *
- Ability to handle conflict and difficult behaviours *
- Ability to be supportive and empathise with others *
- Ability to assess and manage risk to students and the University*
- A high level of personal resilience*
- Ability to show initiative, apply professional judgement and be accountable for your actions *
- Ability to work as part of a team and independently as required *
- A flexible approach to work*
- Meticulous attention to detail*
- Good IT skills*
- A commitment to your own professional development
A willingness to represent the University at external events relevant to the post and share feedback with colleagues

*Criteria to be used in shortlisting candidates for interview*

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

VITAL

The University encourages all staff to live our VITAL values which are:

Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.