

JOB DESCRIPTION
Student Conduct Officer
Vacancy Ref: A2707

Job Title: Student Conduct Officer	Target Grade: Grade 7
Division: Student Based Services	
Directly responsible to: Deputy Divisional Director, SBS	
Supervisory responsibility for: The role-holder will be responsible for training, assigning cases to, supporting and overseeing the work of a pool of investigating officers in line with the University's Student Discipline Regulations and associated procedures.	
<p>Other contacts</p> <p>Internal: Senior University staff, academic and professional services staff across the University, College Deans, Head of Student Wellbeing Services, Head of Counselling and Mental Health Services, staff in ISS, Facilities and Accommodation, staff in Strategic Planning and Governance, student representatives of the Students' Union, students, Students' Union staff, Chair of Board of Discipline, staff involved in Fitness to Practise considerations, University Chaplaincy, Security staff.</p> <p>External: External agencies such as Police, NHS and community services, City Council, community faith leaders; also sector practitioner networks, other external bodies such as OfS, Office of the Independent Adjudicator (OIA).</p>	
<p>Role purpose:</p> <p>The purpose of this role is to operate and administer University policies and procedures as they relate to student discipline, (including bullying, harassment and sexual misconduct), and to ensure appropriate interface into procedures for considering students' fitness to practise and fitness to study. It acts as the principal contact for advice and guidance on these policies and how they are applied. The role-holder will ensure that cases are handled and resolved in accordance with procedures, in a timely and fair and transparent manner, and that appropriate linkages are made as required with other areas such as student wellbeing support, academic departments, colleges and any relevant external agencies.</p> <p>The role-holder will ensure that, working alongside College Deans and other parties acting under delegated authority, cases are handled at the most appropriate level within procedures to protect the interests of all parties, to progress cases effectively and to mitigate risk. The Investigating Officers with whom the role-holder will work closely, undertake the role on a voluntary basis alongside their substantive roles. The role-holder will therefore need to assign cases for investigation sensitively and collaboratively.</p> <p>The University is changing its framework for managing breaches in student conduct regulations and this role has responsibility for operating the changes by implementing and embedding new processes seeking to innovate and engage in continuous improvement. It is expected that the role-holder will work across various teams and departments in the University and develop best practice in this area, ensuring that student wellbeing and student experience are safeguarded at all times.</p> <p>This is a highly-sensitive area of the student experience and the role-holder will be expected to respect the dignity of others, respect confidentiality and work to a very high degree of care as well as recognising and acting on risk.</p> <p>Key responsibilities:</p> <p>Policy and procedures</p>	

1. To keep under review and propose revisions to relevant policies and procedures;
2. To ensure that all relevant policies and procedures are published and are accessible to staff and students;
3. To draft and publish relevant guidelines to students and staff where required;
4. To provide advice and guidance on the relevant policies and regulations on student conduct and their application as required;
5. Develop and implement a web presence for student conduct for staff and students;
6. To keep abreast of statutory, legal and sector-wide developments as they relate to student conduct and ensure any change to institutional policy or procedure is implemented appropriately.

Management of serious conduct caseload

7. To receive allegations of serious misconduct and assign an investigating officer to the case or refer to the College Deanery or other area of jurisdiction, as appropriate;
8. To maintain an up to date casework file, monitoring progress of each case against prescribed timescales and reporting issues to senior management, where required;
9. To effect close liaison with Student Wellbeing Services in relation to students who require support;
10. To effect close liaison with the Faculty of Health and Medicine in relation to cases involving fitness to practise;
11. To effect close liaison with colleges and academic departments as required;
12. To undertake risk assessments on specific cases, involving appropriate staff, as required;
13. To draft and send correspondence to students and other parties as required;
14. To liaise with all appropriate parties in relation to allegations of bullying, harassment and sexual misconduct;
15. To liaise with external agencies such as the Police and effect close working with colleagues in Strategic Planning and Governance.

Investigating Officers and Board of Discipline

16. To recruit and train investigating officers;
17. To provide ongoing advice and guidance to investigating officers and to monitor progress of investigations in line with procedures;
18. To nominate and obtain approval from Senate of the pool of members of the Board of Discipline;
19. To provide periodic training and updates to members of the Board of Discipline, as required;
20. To act as Clerk to the Board of Discipline, scheduling meetings, collating and providing case documentation, drafting minutes of meetings and student letters containing decision outcomes;
21. To advise the Board of Discipline on policy and process and to liaise closely with the Chair of the Board of Discipline as required;
22. To liaise closely with the Students' Union in relation to student representation on the Board of Discipline.

Responsibilities in relation to other key roles in student conduct

23. To forge and maintain strong relationships and ongoing dialogue with College Deans to ensure cases are handled appropriately;
24. To provide training for new College Deans and Assistant Deans and other staff who perform specific roles within the student disciplinary procedures;
25. To obtain feedback on operational aspects of the student disciplinary framework, and other related processes, and seek to improve policy, process and organisation on an ongoing basis.

Information and Data Management

26. To design, implement and maintain data recording and operating procedures for student conduct and discipline, in partnership and collaboration with others, that ensure effective data protection, security and confidentiality and observe appropriate information sharing protocols;
27. To co-ordinate the drafting of annual reports on student disciplinary cases considered across the University at all levels.

General

28. To engage in professional development as appropriate;
29. To act to mitigate risks to the personal safety of individuals and to the wellbeing of others at all times, with a willingness to challenge, where appropriate;
30. To espouse and enact University values and behaviours;
31. To undertake any other duties as required that are commensurate with the role purpose.