

## Job profile

<b>Job title</b>	Advice caseworker
<b>Reports to</b>	Advice manager
<b>Responsible for</b>	n/a
<b>Salary</b>	£26,520 full-time equivalent (£21,216 pro rata)
<b>Hours</b>	0.8FTE (4 days)

### Job purpose

The postholder will be responsible for providing impartial advice to students on academic matters. They will represent and support students in meetings and panels and advocate on their behalf. They will provide feedback on policies and procedures to help develop a more preventive approach to the Union's work.

### Duties

- Advise students on a one-to-one or group basis face-to-face, by phone or by email on academic issues such as appeals, extenuation, complaints, assessment offences, complaints to the Office of the Independent Adjudicator and other similar matters
- Represent and advocate for students at internal and external hearings mainly in relation to the above
- Maintain accurate and comprehensive casework notes on the case management system
- Make referrals to services within the University and to external organisations.
- Provide feedback on policies and procedures affecting students to support policy-making
- Support the production of information and advice materials for students
- Maintain knowledge of changing legislation, policies, procedures and practices relevant to the work of the advice service
- Assist in conducting research to support the Union's work

### Additional responsibilities of all staff

- Be a team player by working with colleagues and students across a range of projects
- Maintain high standard of professionalism, confidentiality and respect for student, colleagues and visitors
- Adhere to and apply the Union's values, policies and procedures
- Be responsible for observing and implementing good health and safety practices
- Travel to/between and work at all three UEL sites when required
- Attend committees, meetings, training, conferences and other events
- Attend occasional weekend and evening events, according to organisational needs
- Participate in major Union events and activities as and when required
- Undertake any other duties as reasonably requested by line manager

## **Person specification**

All criteria listed are essential for this role except where stated desirable.

### **Education/qualifications**

- Degree-level qualification OR significant experience in advice services
- AdviceUK Learning to Advise qualification or equivalent (desirable)

### **Professional experience**

- Working in a similar role with proven success
- Providing complex case-based advice to individuals
- Representing clients at panels or hearings (desirable)
- Advising clients on application of University, statutory or similar regulations and policies
- Using a case management system
- Using IT tools in advice provision
- Developing and maintaining relationship with key stakeholders

### **Knowledge, skills and abilities**

- Thorough understanding of best practice in delivering services within a confidential setting
- Understanding of students' unions and how they operate (desirable)
- Comprehensive knowledge of academic systems within higher education and best practice in quality assurance (desirable)
- Knowledge of relevant legislation and regulations such as University academic regulations, OIA good practice framework, Equality Act, GDPR, etc. (desirable)
- Sound judgement and ability to handle competing priorities
- Able to communicate and work effectively in a team and using own initiative, with clients and stakeholders
- Excellent inter-personal skills including being able to clearly communicate with other staff members at all levels
- Excellent IT skills including Microsoft Office

### **Personal attributes**

- Willing and able to work in a fast-paced, challenging environment
- Willing and able to work in a student-led, democratic organisation
- Willing and able to work flexibly including occasional evenings and weekends
- Understand and appreciate culture and climate of modern students' unions
- Sensitive to the needs of a diverse community and cultural differences