



LIVERPOOL
HOPE
UNIVERSITY

1844

STUDENT LEARNING ADMINISTRATOR – 4APVO10 RECRUITMENT PACK

Closing date: Friday 28th June 2024 by
5.00 p.m.

Included in this pack

Role Outline
About the University
Job Specific Details
Job Description / Role Profile
Person Specification
Further information and Benefits of Working at Liverpool Hope University
Useful Links and How to Apply



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PERSONNEL DEPARTMENT RECRUITMENT PACK

POST: Student Learning Administrator

STARTING DATE: 2nd September 2024

SALARY RANGE: £24,248 - £26,444 (Grade 4) per annum

TYPE OF CONTRACT: Fixed term

WORK PATTERN: Monday to Friday (09.00 a.m. to 5.00 p.m.)

REPORTS TO: Director of Learning and Teaching

RECRUITMENT PACK

THE UNIVERSITY

If you join us, you will be doing so at an exciting time in our development and join a team of over a thousand staff, committed to providing education to our thousands of students. Liverpool Hope University is a financially sound, vibrant academic community with excellent scholarly standards and high ambition. We are proud of our past, confident in our present and excited about our future.

Hope is a liberal arts inspired university with a unique ecumenical Christian foundation, which strives to provide a deep and well-rounded education of the whole person irrespective of faith, age, social class or ethnic origins or physical capacity. We are a real community with two beautiful garden campuses which has striven for and, we believe, achieved that balance between research and teaching. We have also successfully brought together the benefits of full University status (including RDAP) with the value of a college experience. At Hope a drive for academic excellence and a genuine concern to widen participation complement each other. Ours, we say with justification, is 'a University with a collegiate heart'.

THE POST:

Liverpool Hope University is seeking to appoint an experienced administrator to the post of Student Learning Administrator. The role makes a wide-ranging contribution towards providing administrative support to a range of activities covering promotion and communication including producing a regular newsletter, social media posts and creating content such as videos. The post holder will also undertake general administrative tasks such as managing bookings, financial orders and recordkeeping and minute taking at meetings.

Candidates should ideally have experience working in a Higher Education setting. The post holder must be able to work on their own and as part of a team. They should be able to demonstrate excellent administrative, organisational and communication skills including accuracy and attention to detail. Excellent numeracy and IT skills are required.

Interviews have been provisionally scheduled to take place on 9th July 2025.

This is a fixed term post for a period of 12 months.

Please note that the post will close once 40 applications have been received.

JOB DESCRIPTION/KEY DUTIES OF THE POST:

Job Title	Student Learning Administrator (Promotion, Communication and Resources)	Code	
Subject/Service Area	Student Learning		
Reports to	Director of Learning & Teaching		
Accountable To	Director of Student Learning		
Purpose of Job	Provide Administrative support to Student Learning team and activities		
Key Tasks / Responsibilities	<ul style="list-style-type: none">Administrative tasks to support promotion, content creation and resource activities within Student Learning		

- Shared general administrative tasks within the Student Learning Administrator team

Work Performed (relating to Key tasks)

Promotion and Content responsibilities

- Provide promotion and communication support to Student Learning activities and projects including:
 - Collate and distribute the Student Learning newsletter
 - Contribute to and collate content for other Student Learning communications including Social Media channels and web pages
 - Create content such as videos and images to support Student Learning activities
 - Play an active role in the Student Learning Communications Group
 - Provide training and support to colleagues
 - Collate data and metrics related to, promotional activities e.g., social media engagement and COPs

Learning and Teaching Administration responsibilities

- Monitor and action email accounts for the Learning Lab and Learning and Teaching
- Provide admin support for equipment bookings ensuring records are kept up to date
- Provide admin support to the Communities of Practice (COP) network including collating regular update for the Learning and Teaching team
- Provide Admin support for Zoom staff accounts requests and admin of any other educational technology softwares
- Administration tasks to underpin Learning and Teaching events including room, AV and catering bookings, promotional activities.

Shared Student Learning Administrative responsibilities as required

- Accurately maintain personnel records for Student Learning team including sickness absence, holiday, absence etc.
- Coordinate course, conference and travel arrangements in line with Liverpool Hope's Purchasing Policy and financial regulations
- Accurate ordering/receipt of goods and services from approved suppliers via the Agresso financial system or Purchase card as requested by Directors
- Update spreadsheets of commitments and spend for Student Learning budgets (excluding library material purchases)
- Support for meetings including minute taking
- Provide admin support to Directors
- Contribute to training on Admin process for new staff

To undertake such other duties as prescribed by the Director that are reasonable in relation to the effective operation and management of the service.

Materials, resources & equipment to be used.

Laptop & PC, Mobile, Telephone

Qualifications/Experience Required

Educated to degree level and/or equivalent relevant experience

NAME OF CONTACT FOR QUERIES:

Susan Murray
Director of Student Learning
murrays@hope.ac.uk

CONDITIONS OF SERVICE:

This post is based at the Creative Campus. However, you may be required to work in other areas of the University as and when required.

The post is fixed term for a period of 12 months.

Salary scale for this post is £24,248 – £26,444 (Grade 4) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. Factors which may be taken into consideration when deciding an appropriate starting salary include; previous relevant experience in relation to the role and person specification, consideration of the current salary of the successful candidate (where this can be confirmed by documentary evidence or a reference from the existing employer), consideration of Equal Pay legislation and external market factors. A higher salary should not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and supported by evidence. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

PERSON SPECIFICATION

Methods of assessment

Application form (A)

Interview (I)

Educational Requirements	Essential(E)/ Desirable(D)	Method of assessment
Educated to degree level and/or equivalent relevant experience	E	A
Experience	Essential(E)/ Desirable(D)	Method of assessment
Experience of working in an administrative role	E	A/I
Experience of working in higher education	D	A/I
Experience of engaging with computerised and paper-based office procedures	E	A/I
Experience of data management and of record including financial records	E	A/I
Experience of using technologies relevant to role e.g., social media, webpages, finance systems and educational technologies	E	A/I
Experience creating images and video content	D	A/I
Experience of minute or note taking	D	A/I
Skills and Knowledge	Essential(E)/ Desirable(D)	Method of assessment
Effective communication skills, both written and oral	E	A/I
Excellent numeracy and IT skills including using Microsoft Office (Word and Excel), GoogleDocs and email	E	A/I
Ability to build effective working relationships and communication staff and teams within the University and externally	E	A/I
Ability and willingness to contribute effectively to team operations, assisting team colleagues when under pressure	E	A/I
Able to use own initiative and work without direct supervision	E	A/I

Ability to handle confidential, sensitive and personal information, working within agreed guidelines with a clear understanding of confidentiality/current data protection regulations	E	A/I
Pro-active approach to tasks, with the ability to identify solutions to issues and problems	D	A/I
Proven ability to work under pressure and to deadlines and to prioritise and manage personal workload whilst maintaining appropriate attention to detail	D	A/I
Any other requirements	Essential(E)/ Desirable(D)	Method of assessment
Willingness to undertake training and development	E	A/I
Commitment to the Mission and Values of Liverpool Hope University	E	A/I
A flexible and adaptable approach to work	E	A/I

FURTHER INFORMATION

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties.

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements
- Help with childcare costs

Training and Development

- Induction training for all new staff
- Opportunities to participate in overseas exchange with Erasmus Staff Mobility
- Staff development opportunities

Health and Well-being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

Useful Links

www.hope.ac.uk/lifeathope/welcome

www.hope.ac.uk/personnel

www.hope.ac.uk/jobs

www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff

www.hope.ac.uk/media/liverpoolhope/contentassets/media,42616,en.pdf

How to Apply

You can download the application form by the links below, or request a hard copy by emailing jobs@hope.ac.uk. You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

<https://www.hope.ac.uk/aboutus/jobopportunities/howtoapply/>

