



Further Particulars

Student Welfare Advisor

(Ref 900531)

We are seeking a graduate student to join our team, as Student Welfare Advisor from September 2024 for two years. (You'll need to be enrolled on a full-time graduate research course at the University of Oxford.)

The Student Welfare Advisors have an important part to play in promoting good relations and a positive atmosphere within the College. They are expected to work closely with the Student Welfare Lead, the Senior Tutor, the College Nurse and Lodge Porters, to assist in the provision of welfare support to the student members of Somerville College. They may also work with the Dean regarding student welfare matters that are also considered to be disciplinary matters. Student Welfare Advisors may be expected to seek advice, and act on advice, from external agencies and statutory services regarding students in crisis. Student Welfare Advisors are expected to display mature and good judgement, discretion, an ability to relate to people at all levels, and a high degree of flexibility in response to a wide range of unpredictable situations.

Student Welfare at Somerville

Somerville has approximately 450 undergraduates and almost 250 graduate students. Most undergraduates and approximately 60 graduates live on the main Somerville site on Woodstock Road. The Welfare Team at Somerville comprises of the Senior Tutor, the Welfare Support and Policy Officer, the College Nurse and the On-Call Student Welfare Advisors.

Main duties

Welfare

- To live in college from the beginning of 0th week until the end of 9th week of each term.
- When on duty, to remain within a 5-minute walk of Somerville College so that student welfare emergencies can be attended in a timely fashion. The Student Welfare Advisor will be provided with a mobile phone, upon which they are contactable by students and Lodge Porters. The mobile phone must be on at all times when on duty.
- To be part of an on-call rota, with two other Student Welfare Advisors, to equally share the on-call duty, with one Advisor on duty each night and weekend (between 7pm and 7am each weekday night and from 7pm on Friday evenings to 7am on Monday mornings at weekends). The three Student Welfare Advisors are expected to make arrangements between themselves to ensure that the responsibilities of the post are shared equally, and be prepared to help with crises at any time, whether formally on duty or off duty.
- To provide 'crisis support' for students on a wide range of welfare issues. This may involve dealing with minor health emergencies such as illness or injury. Students may contact the Advisor directly or they may be alerted to a crisis situation by the Lodge Porters. Friends of a student in crisis, or the JCR/MCR Welfare Representative may also reach out on behalf of other students.
- To act as one of the College's qualified First Aid team.

- To provide a handover to the Student Welfare Lead (or Senior Tutor in her absence), on a daily basis, regarding call-outs and required follow up. The handover is usually in the form of an update to a shared spreadsheet. In-person handover may be required for serious and/or complex cases.
- To share information related to student welfare as appropriate with some/all of: the Student Welfare Lead, Senior Tutor and other appropriate College Officers, to ensure timely and appropriate information-sharing and co-ordinated follow-up.

Meetings and Events

- To attend Bi-termly Welfare Team Meetings where welfare policy, procedure and individual student cases are discussed.
- To participate in the Student Welfare Induction sessions for new students at the beginning of the academic year, explaining the role of the Student Welfare Advisor to new students.
- To organise and participate in a small number of 'Get to know the Student Welfare Advisor' events for students during Michaelmas and Hilary terms.
- To be present at specified events in college, such as BOPS, Halfway Halls and College Balls to provide support for students experiencing welfare concerns.
- To work with Junior Members during the set-up, take-down, and the actual running of the College Ball (when applicable, held normally every three years) and to attend such meetings of the College Ball Committee to ensure the welfare of students is considered in planning.

Administration/Other

- To respond to any examination emergencies that may arise outside office hours, liaise with the relevant officers in college and university, and undergo the training required by the Proctors to be eligible to act as Invigilator in such cases.
- To provide honest and accurate accounts of welfare incidents that also involve disciplinary matters to the Dean, as required.
- The Student Welfare Advisor will respond to a call for support from the porters when dealing with a night time student disciplinary issue, when appropriate. The Student Welfare Advisor will then support and reinforce the porter in dealing with the incident.
- To help dissemination of information regarding welfare and community life to members of the College, in conjunction with the Student Welfare Lead and Senior Tutor.
- To provide support to the Lodge Porters with fire drills to ensure that all students vacate safely, as requested.
- Support the other Student Welfare Advisor with difficult cases, giving advice and offering support.
- Other duties as may from time to time be assigned.

Training

Student Welfare Advisors must complete the following training prior to commencement of their post:

- First Aid Training offer by St John's Ambulance
- Junior Deans Training offered by the University Counselling Service

These courses will be funded by the College.

Selection Criteria

Essential

1. Enrolled on a full-time graduate research course at the University of Oxford for the entirety of the appointment.
2. An appreciation of the welfare and disciplinary issues relevant within a student community.
3. Excellent communication and listening skills

4. Able to form positive relationships and obtain the confidence of all sections of the College, in particular the Junior Members. Liaison with the JCR and MCR welfare representatives may be an important part of the role.
5. Experience of working with confidentiality, discretion, tact and diplomacy, including and understanding of when it may be necessary to break confidentiality
6. Evidence of a committed, enthusiastic and resilient nature.
7. Evidence of mature and good judgement
8. Able to work effectively and constructively as part of a team.
9. Able to respond and act appropriately on own initiative and with a high degree of flexibility in response to a wide range of unpredictable situations, if necessary, unguided.
10. Willingness to train to become a qualified first aider.
11. Willing and able to take a flexible approach to duties, working unsociable hours including evenings and weekends.
12. Available (with forward planning) for some meetings and other commitments on weekdays.

Desirable

1. Experience of relevant voluntary or welfare work.
2. Experience of working with the public and/or in a customer service environment.
3. Experience of dealing with emergencies e.g. accidents, mental health crisis.

Salary, hours and benefits

- The starting salary for the role will be £9817 per annum (pro-rata for length of contract), for 20 hours per week. This is equivalent to £12.72 per hour and full time equivalent of £23,144.
- Free, single accommodation for the duration of the employment
- Generous contributory pension scheme with employer contribution of up to 16%
- 38 days annual leave per year pro-rata (inclusive of bank holidays and flexible leave)
- Free lunch each working day and opportunities to attend College event
- Subsidised rate for on-site College Nursery
- Eligibility to apply for discounted travel pass loan
- Wide range of discounts and access to University gardens, libraries and museum.
- Probationary period of six months

Full terms and conditions of employment will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.

How to apply

Please use our online recruitment site via www.some.ox.ac.uk/jobs and follow the application instructions provided on screen. Please ensure you provide details of two referees who have recent experience of your work. One should be your most recent line manager. We will assume you are content for us to approach your referees at any stage unless you clearly indicate otherwise.

In addition to completing the online application form, please provide a covering letter explaining why you are applying and how you feel you match the selection criteria above. Please also include an up to date CV.

Any queries may be directed to recruitment@some.ox.ac.uk

Deadline

The closing date for the post is Noon (UK time) on 29 April 2024.

Interviews

Candidates shortlisted for interview will be notified by email as soon as possible after the closing date.

Interviews will be held in person at Somerville College, Woodstock Road, Oxford OX2 6HD and are **likely to be held on 14 May 2024.**

Equal Opportunities

The policy and practice of the University of Oxford and Somerville College is that all staff are afforded equal opportunities within employment. Entry into employment and progression will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of any protected characteristic. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex

Your data

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Pre-employment Screening

Any offer of employment will be subject to the following:

1. Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulations 2018 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

Please see item 3 under the "Application Procedure" section above for details on how references should be submitted for this post.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have

- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

4. Disclosure and Barring Service

Any offer of employment will be conditional upon an enhanced check through the Disclosure and Barring Service. The successful candidate will be required to register with the Service online for future checks (unless s/he is already registered).

March 2022