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# University of Sunderland

## Role Profile

### Part 1

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Lifechanging



**University of  
Sunderland**

<b>Job Title:</b>	Study Skills Support Adviser
<b>Reference No:</b>	0303-19
<b>Reports to:</b>	Academic Liaison Librarian (Skills)
<b>Responsible For:</b>	N/A
<b>Grade:</b>	D
<b>Working Hours:</b>	18.5
<b>Faculty/Service:</b>	Student Journey, (SJ)/University Library and Study Skills Services, (UL&SS)
<b>Location:</b>	The Murray Library and St Peters Library
<b>Main Purpose of Role:</b>	<p>The primary focus of the role is to deliver both group and one to one skills advice and support to meet student needs.</p> <p>To enable this, the role will involve developing and improving resources to support the delivery of study skills in line with University UL&amp;SS strategic objectives.</p>
<b>Key Responsibilities and Accountabilities:</b>	<ul style="list-style-type: none"><li>• To advise and support students by delivering a range of study skills including: effective reading, academic and report writing, referencing, note taking, critical thinking, analysis and evaluation, reflective writing, group work and presentation skills.</li><li>• To provide additional support students in maths and numeracy skills and/or be willing to develop appropriate support skills in this area.</li><li>• To work in regular and close association with Academic Liaison Librarians and the Study Skills team in particular.</li><li>• Contributes to the development and improvement of effective study skills support.</li><li>• Is proactive in engaging customers and increasing use of face to face and online skills support.</li><li>• Uses agreed outcome measurement tools and contributes effectively to measure value and impact of services and support.</li><li>• Is committed to ongoing continuous personal development and shares learning with colleagues.</li><li>• Develops and improves study skills resources by identifying gaps in provision in order to meet customer needs.</li><li>• To participate in UL&amp;SS and SJ internal and external working groups and partnerships.</li></ul>
<b>Special Circumstances:</b>	<ul style="list-style-type: none"><li>• Role will include regular week-end and evening working on a shared rota basis as required.</li><li>• Attendance at Open Days and other events as required.</li><li>• Work at either campus as required.</li><li>• Work across and wit teams as required.</li></ul>



#### Part 2A: Essential and Desirable Criteria

	<p><i>Essential</i></p> <p><b>Qualifications and Professional Memberships:</b></p> <ul style="list-style-type: none"><li>• A first degree or equivalent qualification, or substantial relevant experience.</li><li>• A relevant training or teaching qualification.</li></ul>
	<p><i>Essential</i></p> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"><li>• Experience of delivering a range of study and learning skills support to a diverse community of learners including international students.</li><li>• Experienced user of Microsoft Office applications.</li><li>• Experience of developing and sustaining positive and productive relationships with students in both one to one and group settings.</li></ul>
	<p><i>Desirable</i></p> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"><li>• Experience of working in a Higher Education context</li></ul>

#### Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage	<p><b>Communication</b></p> <p><b>Oral</b></p> <p>The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others.</p>
	<p><b>Written</b></p> <p>The role holder is required to, understand and convey straightforward information in a clear and accurate manner and occasionally is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others.</p>
	<p><b>Teamwork and Motivation</b></p> <p>The role holder is required to clarify the requirements and agree clear task objectives for team members; organise and delegate work fairly according to individual abilities; help the team focus their efforts on the task in hand and motivate individual team members.</p>

	<p><b>Team Development</b></p> <p>The role holder is required to advise or guide others working in the same team on standard information or procedures and the role holder is required to train or guide others on specific tasks, issues or activities; give advice, guidance and feedback on the basis of their own knowledge or experience; deliver training and the role holder is required to carry out training or development activity according to the needs of the individual or group; identify current capabilities and future needs; define the performance standards required; identify appropriate developmental activity; assess the application of learning; give feedback and guidance on overall performance.</p>
	<p><b>Pastoral Care and Welfare</b></p> <p>The role holder is required to show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress; initiate appropriate action by involving relevant people and the role holder is required to give advice on commonly occurring welfare issues or queries; follow standard welfare procedures for the organisation; recognise when an individual should be referred elsewhere for professional help; respect confidentiality.</p>
	<p><b>Decision Making Processes + Outcomes</b></p> <p>The role holder is required to take independent decisions that have a moderate impact. The role holder is required to be party to some collaborative decisions; work with others to reach an optimal conclusion that have a moderate impact. Provide advice or input to contribute to the decision-making of others is a requirement and has a minor impact.</p>
	<p><b>Knowledge and Experience</b></p> <p>The role holder is required to apply working knowledge of theory and practice, sharing this knowledge with others as appropriate; demonstrate continuous specialist development by acquiring relevant skills and competencies.</p>
<p><b>Date completed</b> 10/09/2019</p>	