

Candidate Information

Position:	Postgraduate Learning Development Support Officer
School/Department:	Faculty Office MHLS
Reference:	24/111789
Closing Date:	Monday 6 May 2024
Salary:	£37,841 - £45,148 per annum
Anticipated Interview Date:	Tuesday 21 May 2024
Duration:	Permanent

JOB PURPOSE:

To provide academic study skills support and development opportunities that will enhance the learning experience of postgraduate students in the Faculty of Medicine, Health and Life Sciences (FMHLS). The role is key to helping students develop as postgraduate learners, in ensuring that academic study skills requirements are met and in raising awareness of academic expectations for successful postgraduate study

MAJOR DUTIES:

1. Develop and deliver small group and one-to-one sessions to provide appropriate academic study skills support to include assessment and examination preparation.
2. Develop and disseminate resources to support specific learning needs to include dissertation writing and presentation skills.
3. Develop and implement novel approaches to support skills development for postgraduate students, including in critical analysis, scientific writing and presentation, database searching, engagement with published literature, and protocol development
4. Provide support for postgraduate research students in relation to preparation for differentiation and annual progress review, thesis writing and viva.
5. Liaise with the Graduate School and INTO Queen's to promote and support their activities (pastoral and academic).
6. Provide signposting to relevant University Support Services to include pastoral, wellbeing and careers support.
7. Liaise with School Postgraduate Taught and Research Directors, support staff and relevant professional services to identify specific areas of need in relation to development of postgraduate learning support provision.
8. Disseminate best practice in how to support effectively international students by engaging with relevant School and Faculty academic staff.
9. Provide regular activity reports to relevant School and Faculty Committees to include Faculty Education Committee and Faculty Postgraduate Student Committee.
10. Provide relevant data and reports, as required, to inform School and Faculty decision making.
11. Develop up-to-date working knowledge of all University regulations, processes and procedures relevant to postgraduate students in FMHLS.
12. Undertake duties as appropriate to the post as may be reasonably requested by the line manager.

ESSENTIAL CRITERIA:

1. An undergraduate degree or substantial experience in an education related role relevant to training and development within a further or higher education context.
2. 3 years recent relevant experience to include:
 - Experience of teaching academic study skills, and providing support, to postgraduate students.
 - Experience of developing and disseminating resources to support learning needs of postgraduate students.
 - Experience of developing and implementing novel approaches to support skills development for postgraduate students.
3. Ability to contribute to management and administrative processes.

4. Ability to analyse and communicate complex information clearly to students, academic colleagues, and others.
5. Effective interpersonal skills to interact with students and colleagues.
6. Ability to work under pressure and to deadlines.
7. Excellent organisational abilities.
8. Flexibility and willingness to work occasional irregular hours.

DESIRABLE CRITERIA:

1. Relevant postgraduate qualification (e.g., PGCE).
2. Experience of working with, and providing support, to international students.
3. Experience of providing support to students in health & life science subjects.
4. Understanding of relevant University regulations, processes and procedures relating to postgraduate students.