

Candidate Information

Position:	Transition Advisor
School/Department:	Student and Campus Experience
Reference:	25/112888
Closing Date:	Monday 13 October 2025
Salary:	£35,136 - £40,316 per annum.
Anticipated Interview Date:	Monday 27 October 2025
Duration:	12 Months

JOB PURPOSE:

Joining an established teaching team in the Learning Development Service, the Transition Advisor will contribute directly to the development and delivery of academic skills support at the University. The post-holder will engage proactively with undergraduate students in a range of learning spaces and work with colleagues to develop transition support and resources, as required.

MAJOR DUTIES:

1. Deliver a range of transition support resources and activities to undergraduate students as part of taught programmes; utilising digital platforms (e.g. Canvas VLE) and in-person opportunities for academic skill development.
2. Creation of bespoke learning resources and activities on Canvas to support student engagement and skills development.
3. Support the core service offering to students, including delivery of one-to-one academic skills appointments online and in-person.
4. Work with colleagues, students and academics, to enhance academic support and target interventions at discipline level to address disparities in attainment and degree outcomes.
5. Use relevant digital software and systems (e.g. Microsoft) to support the everyday work of LDS and appropriate record management.
6. Working with the LDS team, identify new opportunities for transition support activities at Service and School level.
7. Highlight transition support options to students who have progressed to Queen's from widening participation programmes.
8. Use appropriate monitoring and evaluation techniques for support interventions to create an evidence-based practice approach to the provision of academic and related transition support. This will include the review and monitoring of School based activities and relevant projects with LDS Tutors and the Line Manager.
9. Participate in weekly team meetings as required and provide reports, as appropriate, to the Line Manager.

ESSENTIAL CRITERIA:

1. A degree or equivalent.
2. Significant experience to include:
 - Development of tailored online learning resources for students.
 - Delivery of one-to-one student support.
 - Delivery of academic skills support at HE level (online and in-person).
 - Presenting to a range of groups.
3. Excellent ICT skills, including experience of using a range of software packages e.g. Microsoft Office suite, for everyday work.
4. Comprehensive knowledge and experience of University and HE issues and how these impact on students.
5. Experience of collaborative project work and evaluation.
6. Excellent Interpersonal and communication (written and oral skills), and experience of developing and maintaining effective working and team relationships.
7. Suitable analytical and problem solving capabilities.
8. Ability to plan, manage and prioritise multiple tasks with appropriate attention to detail and the ability to meet deadlines.
9. Experience of using initiative and judgement to resolve problems independently or through a support team where appropriate.
10. Understanding of learning development in a HE context.

11. Ability to deal with sensitive information in a confidential manner.
12. Ability to work in a professional manner and in accordance with the Core Values of the University.
13. Flexible approach to work patterns, including willingness to travel between campuses and nationally, as required.

DESIRABLE CRITERIA:

1. Post graduate qualification.
2. Experience of the development and/or delivery of transition support within HE.
3. Experience of developing content for and updating webpages.
4. Ability to use existing research to create evidence based/informed programmes.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Chrissi Hughes - chrissi.hughes@qub.ac.uk.