

Student Conduct Committee Panel Member - Staff

Role Title:	Student Conduct Committee Panel Member
Responsible to:	Senior Student Progress Manager

Purpose of the role

The Student Conduct Committee Panel Member makes a key contribution to the University's work to foster a safe culture, creating a welcoming and inclusive community, and supporting all students to succeed. This important volunteer role is available to all members of the University staff at Grade 6 or above, based at any of our Campuses, with a permanent contract or a fixed-term contract of one or more years at the time of appointment to the role of Student Conduct Committee Panel Member.

The purpose of the role is to consider serious cases of student misconduct, and through your role as a Student Conduct Committee Member, contribute to the decision to determine whether there has been a breach of University regulations and if so, what penalty should be imposed.

Student Conduct Committee Panel Members are members of the Student Conduct Panel, which comprises a community of staff and students who are appointed and trained to serve on Student Conduct Committees, and come together through a community of practice approach to review practice, monitor consistency, and contribute to policy, procedure and operational improvements in relation to the Code of Student Conduct.

To support you in your role, you will undertake a programme of training provided by University experts and specialist external organisations, which will enable you to develop your skills in effective questioning and evaluating evidence, develop your knowledge and understanding of the types of behaviours that result in serious misconduct cases, and develop your knowledge of the University's own procedures and support structures. You will also be supported in developing your personal resilience and your ability to deal with sensitive issues.

Due to the nature of the work, it is expected that the time allocated will be concentrated in the main teaching terms, although there may be some Committees that are held during the University's vacation periods. Consideration will be given to the availability of members during vacation periods. Panel members should expect to allocate a time commitment of around three weeks in their first year in the role although this will vary depending on the number of Conduct Committees. This estimate is based on:

- Essential training programme of around 5 days
- Work to support Community of Practice meetings of around 1 day per term
- Student Conduct Committee Case (minimum x2 a year) – up to 2 days per case for all associated work, before, during and after the meeting.

Whilst the role does not have a fixed end date, continuation in the role will be subject to the requirements of the role being fulfilled, and the continuation for staff members of their contract of employment.

Through our recruitment process, we will be seeking to ensure that our Student Conduct Panel is representative of the diversity of our University community.

Duties of the role

1. To consider serious cases of student misconduct and contribute to the decision to determine whether there has been a breach of University regulations and if so, what penalty should be imposed, in accordance with the Code of Student Conduct.
2. To act as a member of the Student Conduct Committee and, working with the Committee Chair and Secretary, help to ensure that all procedures are followed, that accurate records are kept, that confidentiality is maintained and that the outcomes are fair, effective, and timely.
3. To actively contribute to the process of monitoring and review to support learning and inform working practices. To include scrutinising data and analysing trends to make recommendations for service improvements and procedural changes, to ensure that the Code of Student Conduct is operating effectively, and to seek to reduce instances of misconduct.
4. To undertake a programme of essential training, and to continue with professional development through continued training and through practice. To undertake a minimum number of two cases per year to maintain professional development and approval of continuation in the role.
5. To provide support to fellow panel members through the sharing of knowledge, experience and expertise.

PERSON SPECIFICATION

JOB TITLE: Student Conduct Committee Panel Member

Qualifications /Training

	Essential	Desirable
▪ A current member of University staff at Grade 6 or above	☒	☐

Experience/Knowledge

	Essential	Desirable
▪ Experience of dealing confidently and sensitively with challenging and emotional situations	☒	☐
▪ Experience of using judgement and evidence to inform decision-making	☒	☐
▪ Experience of operating effectively in teams to achieve results.	☒	☐

Skills/Abilities

	Essential	Desirable
▪ Excellent interpersonal skills with the ability to deal effectively and professionally with people at all levels, and in a way that demonstrates an inclusive approach and is sensitive to complex and sometimes emotional situations	☒	☐
▪ An ability to acquire knowledge and expertise rapidly, and to make informed judgements based on an evaluation of risk, and to express opinions confidently	☒	☐
▪ An ability to make difficult decisions, and work effectively and maintain perspective while under pressure	☒	☐
▪ An ability to act with discretion and to maintain strict confidentiality	☒	☐
▪ Excellent analytical and problem solving skills	☒	☐
▪ A strong commitment to working effectively with others to identify, formulate recommendations, and deliver improvements to the Code of Student Conduct and its operation.	☒	☐
▪ A strong commitment to the University's values, sustaining and supporting an inclusive and diverse community, and fostering a safe culture across all its campuses	☒	☐
▪ Demonstrate strong resilience and remain calm under pressure when dealing with complex and sometimes highly sensitive and highly emotive situations.	☒	☐

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation	☒	☐
▪ Willingness to travel to other campus locations	☒	☐

▪ Willingness to attend training and conferences, develop networks and capitalise on opportunities to broaden and further enhance knowledge	☒	☐
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