



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

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| Job Title: | GO Wales (AtWE) Project Assistant |
| Department: | Student Services – Employability |
| Location: | Cyncoed (base) & Llandaff Campus |
| Grade: | 3AB |
| Salary: | £21,135 per annum (pro-rata) |
| Hours: | 29.6 hours per week (working week flexible hours) |
| Tenure: | Fixed term until 26 August 2022 |

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

To provide support to Cardiff Met's GO Wales "Achieve through Work Experience" project Team in their work with students under the age of 25 requiring higher levels of employability support.

To be proactive in the attraction of eligible and suitable candidates to participate in the Go Wales (AtWE) Project. To coordinate and support timely referrals to colleagues in the project team and to raise awareness in the student and academic community.

To provide administrative support relating to the participant employability journey, using the project's dedicated process.

To assist with the Quarterly Claim to HEFCW.

Principal Duties and Responsibilities:

1. To identify and engage students that are eligible for support through the GO Wales project.
2. To raise awareness of the project within the student community and amongst colleagues within the University, driving cross departmental referrals.
3. To be the point of contact for all referral students and those making initial enquiries, ensuring that they are welcomed to the project efficiently and politely and that they are supported in understanding the process and project benefits.
4. Maintain student data on systems including SharePoint, MetHub and the GO Wales online database.
5. Assist with the archival of digital and hard copy records
6. Assist the Project Administrator to produce reports and analysis including the Quarterly HEFCW Claim using Agresso, hard-copy records, the GO Wales online database and MetHub, which will inform development of both short-term project initiatives and the strategic direction of the project at Cardiff Met.
7. Using MetHub, maintain a database of registered participants and potential work experience opportunities to facilitate matching for tailored work experience outcomes.
8. Working alongside the Project Advisers, organise work experience opportunities for students.
9. To work with candidates and employers to ensure all relevant paperwork is completed to the necessary standard and within agreed timescales, ensuring that participant records and admin systems are kept up-to-date and accurate using the appropriate systems and financial procedures required by Cardiff Metropolitan University and HEFCW.
10. To maintain regular contact with participants throughout their period on the project and 6 months after they leave the programme.
11. To enter details of work experience opportunities to MetHub in line with agreed policies.
12. To support employer and student events including fairs and workshops as directed by the GO Wales Project Coordinator.
13. To undertake relevant professional development opportunities as agreed with line manager.
14. To maintain regular presences on social media platforms

15. To regularly review processes and make recommendations for improvement.
16. Any other relevant duties commensurate with the grade of the post.

Additional Information:

This post is funded under the GO Wales programme, which is managed by the Higher Education Funding Council for Wales and sponsored by the Welsh Assembly Government with additional funding from the European Social Fund. Apportionment of the GO Wales Achieve through Work Experience Project Adviser's activity will be 13% to West Wales and the Valleys and 87% to East Wales.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.





PERSON SPECIFICATION

Job Title: **GO Wales (AtWE) Project Assistant**

School/Unit: **Student Services – Employability**

*Key

A - Application form

I - Interview

T/P - Test/Presentation

| FACTORS | ESSENTIAL AND DESIRABLE CRITERIA | ASSESSED BY | | |
|---|---|-------------|----|------|
| | | A* | I* | T/P* |
| Education and Qualifications (Essential) | 5 GCSE's grade A-C including English and maths or equivalent level qualification | ✓ | | |
| Education and Qualifications (Desirable) | Higher Education (HE) qualification | ✓ | | |
| Knowledge (Essential) | Appreciation of the role of the Careers Service within HE | ✓ | ✓ | |
| | An understanding of administrative processes and procedures | ✓ | ✓ | |
| | Knowledge of customer service practices | ✓ | ✓ | |
| Knowledge (Desirable) | Understanding of GDPR compliance | ✓ | ✓ | |
| Skills and Abilities (Essential) | Highly organised and methodical approach to work | ✓ | ✓ | |
| | Good attention to detail | ✓ | ✓ | |
| | Written communication skills – accurate spelling and grammar | ✓ | ✓ | |
| | Computer literate and competent in use of full Microsoft Office suite | ✓ | ✓ | |
| | Ability to manage information using a variety of paper based and electronic systems | ✓ | ✓ | |

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| | Able to work under own initiative - plan and organise own work to meet required targets and deadlines. | ✓ | ✓ | |
| | Reliability and responsibility | ✓ | ✓ | |
| | A commitment to maintaining excellent standards of customer service | ✓ | ✓ | |
| | A professional approach to work and working relationships | ✓ | ✓ | |
| | A positive mind-set with a can-do approach to problem-solving | | | |
| Skills and Abilities (Desirable) | Experience of using Microsoft SharePoint | ✓ | | |
| | Experience of using Agresso | ✓ | | |
| Experience Paid/Unpaid (Essential) | Work in an administrative setting | ✓ | ✓ | |
| | Use of Microsoft Office | ✓ | ✓ | |
| | Experience of maintaining accurate and up-to-date records | ✓ | ✓ | |
| | Experience of working flexibly within a team | ✓ | ✓ | |
| | Experience of working in a confidential manner | ✓ | ✓ | |
| | Experience of working to tight deadlines | ✓ | ✓ | |
| | Use of social media platforms | ✓ | ✓ | |
| | Experience in a customer facing role | ✓ | ✓ | |
| Experience Paid/Unpaid (Desirable) | Previous experience of working in HE | ✓ | | |
| Other Requirements (Essential) | Commitment to equality and diversity in the work place | ✓ | ✓ | |
| Other Requirements (Desirable) | Ability to speak Welsh | ✓ | ✓ | |