

## **Sexual Violence & Harassment, Prevention & Response Manager - Student Services - Grade I**

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### Job Description

#### **Purpose**

The Sexual Violence & Harassment, Prevention & Response Manager role is a unique opportunity to establish and lead on our student sexual violence prevention and response agenda. This will be an exciting challenge for a collaborative candidate to build a specialised community of practice for students and staff in an area of significant priority for UK higher education.

The role holder will form part of the Student Services Leadership Team and will work in partnership with schools and services across the university including the Students' Union, providing leadership to support a trauma-informed approach to sexual misconduct, violence, and harassment. The role holder will lead the development and delivery of institution wide student training and will lead the university's response to supporting students, to ensure regulatory compliance, and sector best practice.

The role holder will ideally have experience of delivering support, advice, and guidance to adults who have experienced sexual violence. They will have specialist expertise and understanding of the impact of sexual violence and harassment.

#### **Duties**

1. Develop collaborative relationships with senior leaders across the University, such as Deans of Schools and Directors of Services, to implement, evaluate and continually improve sexual violence and harassment approaches to develop a reporting culture.
2. Utilise data and feedback to produce reports that measure institutional prevalence and response rates, student support provision, delivery, and consistency, maintaining a cycle of reporting performance against key standards and metrics.
3. Develop, implement, monitor and evaluate a student training and support framework that ensures a trauma informed approach and puts the student at the centre of decision making and is compliant with sector legislation and requirements.
4. Line manage the Safeguarding Manager(s) who specialises in Sexual Violence & Harassment including supporting them with complex case management.
5. Manage a caseload of students providing detailed, confidential and specialist advice and support, including active risk management for cases involving sexual misconduct and harassment.
6. Work collaboratively with other areas of the university to create and deliver an annual plan of targeted interventions, activity and communications (that are robustly evaluated) to support the prevention of sexual violence and harassment.
7. Contribute and uphold best practices for safeguarding and preventative measures throughout the University. Provide advice and support to colleagues in case management and difficult situations. Become an active member of University Cohesion Group and Safeguarding Sub-Committee.

8. Act as the lead specialist practitioner/manager for the University in relation to sexual violence & harassment, engaging in sector wide discussions and representing the institution in relevant internal and external specialist forums, groups and committees, providing advice and recommendations to senior management on sector developments and requirements.
9. Lead and support operational managers across Student Services on a range of issues that ensure consistency of practice and effective case management. Lead task and finish groups within the Service; in particular, working with colleagues to ensure that student pathways through different support routes are clear and transparent to students and academic staff.
10. To act as a Student Services on-call manager, supporting the Security and out of hours wellbeing team with any cases which require escalating to senior manager for decision making and action.
11. The post holder is expected to demonstrate flexibility and commitment to the University and Student Services mission statements, policies, and development plans.
12. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the business e.g. supporting security staff with emergency evening cases.
13. Such other duties as may reasonably be associated with the grade and a role of this nature.

#### Person Specification

#### **Knowledge, Skills, and Behaviours (Essential)**

- Significant post qualification experience working within the sexual violence/harassment field (Application/Interview).
- Extensive experience in a leadership role, leading change in a service-based environment (Application/Interview).
- Significant management experience of working in a further or higher education environment (Application/Interview).
- Educated to undergraduate degree level (or equivalent) with a relevant professional qualification (Application).
- Substantial and recent CPD training or qualifications with a specific focus on sexual violence and harassment (Application).
- Experience of planning, delivering and evaluating training for a variety of audiences (Application/Interview).
- Knowledge of safeguarding legislation and practice, including protection of children and vulnerable adults and the Prevent scheme for protection of people vulnerable to radicalisation (Application/Interview).
- Experience of maintaining excellent relationships with key partners internal and external to the university to include working with statutory agencies, attending and contributing to multi-agency statutory meetings (Application/Interview).

- Significant up to date knowledge of legislation/policy, with demonstrable experience of applying this in the workplace (Application/Interview).
- Experience managing student facing regulations, policies and procedures in a consistent, inclusive and customer-focused way (Application/Interview).
- Ability to proactively identify and manage business process improvements (Application/Interview).
- Ability to plan, prioritise and organise own workload and that of others with conflicting demands and tight deadlines (Application/Interview).
- Demonstrate a good understanding of clients from a wide range of demographic groups (Application/Interview).
- Understanding of data protection and confidentiality regulations (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Supporting all and Creating Opportunity as a framework for decisions, actions and behaviours (Application/Interview).

#### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience working in Higher Education (Application/Interview).