



# Edge Hill University

## Interim Head of Access and Participation (Maternity Cover)

**Reference:** EHA1768-0622

**Salary:** £35,326 - £39,739 per annum  
Grade 8, Points 31-35

**Contract Type:** Fixed Term until 01/09/2023

**Hours:** Full Time (36.25 hours per week)

**Location:** Ormskirk/



It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Edge Hill  
University

**Job Description for the post of:**

**Interim Head of Access and Participation (Maternity Cover)**

**Full Time**

**Fixed Term until 01/09/2023**

**EHA1768-0622**

**Accountable to:** Pro Vice-Chancellor and University Secretary

**Reporting to:** Director of Student Recruitment & Administration

### About the Role

In 2019, the Office for Students approved the University's Access and Participation Plan (APP) 2020-2025. This 5-year strategy sets out how the University aims to increase access, particularly through widening participation from Black, Asian and Minority Ethnic applicants, improve retention and attainment across all our widening participation groups and ensure that our students progress into graduate level jobs.

The staff that are working to deliver the APP sit within the Widening Access and Participation Team, a range of student support departments including Student Services, Learning Services and Careers, and across our three Faculties. We need an outstanding senior and strategic operator who can work cross departmentally to lead these staff on the objectives of the APP and ensure its successful delivery.

You will be a consummate professional, used to working across complex organisations with competing priorities, and able to influence individuals to fulfil tasks and deliver tangible outcomes, in particular where you don't have direct line management responsibility. You will be able to work at a senior level with staff across both academic and professional services to enable an understanding of the barriers that our widening participation applicants and students may encounter and develop robust and evidence based solutions to ensure parity of opportunity and achievement.

The post-holder will have responsibility for the line management of the Widening Access and Participation team and will lead and manage cross-departmental steering and operational groups to support the delivery of the targets set out in our ambitious 5-year strategy.



## Duties and Responsibilities

1. To oversee the ongoing implementation of the University's Access and Participation Plan (APP), and support activity to monitor the impact and effectiveness of activity carried out to support the APP objectives.
2. To provide leadership in order to support colleagues across the University in the delivery of effective, evidence based APP interventions and support.
3. To be responsible for producing reports, updates and financial monitoring returns that are required by the Office for Students on an annual basis in order for us to be compliant.
4. To report to the Board of Governors on progress and risks associated with the delivery and objectives of the APP, which form part of our regulatory registration requirements.
5. To work with colleagues in data analysis to develop appropriate and relevant data sets and data dashboards to ensure APP planning and monitoring can be delivered.
6. To oversee appropriate methods of analysis or investigation according to the data and objectives; recognise and interpret trends or patterns in data; identify or source additional information which could potentially help the investigation as the analysis progresses.
7. Take responsibility for the operational planning and implementation of the APP projects; co-ordinate a number of teams or projects on a monthly, quarterly and annual basis; set performance standards and establish monitoring procedures to keep track of progress across these different aspects of work and provide input to longer term planning.
8. To develop and deliver workshops and presentations for internal and external audiences about the APP in order to promote and raise the profile of the Plan and the requirement for the University to deliver it.
9. To line manage the Widening Access and Participation team (comprising X colleagues) and ensure the effective management of financial and staff resources allocated to the team through the Access and Participation Plan, working with the Director and Heads of Departments as appropriate. The post-holder will also be a key member of the Access & Participation Steering Group, deputising for the Chair and leading working groups as required.
10. Plan, prioritise and organise the work or resources of self and others on a daily, weekly or monthly basis. Plan and manage small projects, ensuring the effective use of resources; receive information from and provide information to others to complete their planning; monitoring progress against the plan.
11. To produce and manage the budgets for the team, and to ensure that costs for externally funded activities are recharged as agreed.

12. To take the lead in working with Departments to establish agreed areas of expertise and resources that can be aligned to fulfilling organisational challenges or issues, including assisting departments with the information required to support their business cases for projects associated with the APP.
13. To represent the University on local and regional bodies concerned with the APP, and to attend meetings, produce reports and make recommendations as required. To be the University lead for the Office for Students for all matters relating to the Access and Participation Plan.
14. To use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros and cons of different approaches. Identify and assess practical solutions to complex problems where there may be partial or conflicting information.
15. To engage, motivate and encourage personal professional development of staff, through effective feedback. Provide staff with guidance and advice when developing new policies, procedures or business systems and support staff to achieve agreed targets and objectives.

**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

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**Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.**

**Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.**

## Person Specification for the post of:

### Interim Head of Access and Participation (Maternity Cover)

#### Full Time

#### Fixed Term until 01/09/2023

#### EHA1768-0622

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

**Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).**

	Essential	Desirable	*Method of assessment (I/A/S/T/P)
<b>Qualifications</b>			
1. Educated to degree level	*		A
2. Relevant professional/postgraduate qualification or significant experience in a widening participation -related role		*	A
<b>Experience and Knowledge</b>			
3. Detailed understanding of the current issues and debates in widening participation	*		S/I/P
4. A demonstrable commitment to, and engagement with, the widening participation agenda within the HE landscape	*		I
5. Experience of producing Institutional plans and reports, including the ability to draft submissions for the University Executive	*		S/I/T/P
6. Experience of engaging with bodies and organisations to achieve effective working relationships and partnerships	*		S/I
7. Experience of leading successful projects, to deliver measurable outcomes, working in a matrix management environment and chairing working groups	*		S/I
8. Experience of managing budgets and planning and organising resources		*	S/I
9. Successful and recent experience of influencing and persuading at a range of levels	*		S/I
10. Experience of evaluative processes with an ability to implement lessons learned		*	S/I
<b>Abilities/Skills</b>			
11. Highly-developed team working and collaboration skills, with a demonstrable ability to persuade and influence colleagues and stakeholders	*		S/I

12.	Excellent written and presentation skills with the ability to produce analytical and statistical reports	*		I/P
13.	Understand and convey straightforward information in a clear and accurate manner, considering what to communicate and how best to convey the information to others. Occasionally, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.	*		I/P/T
14.	Able to successfully liaise and network with a wide range of individuals and organisations.	*		I

## How to Apply

When you are ready to start the formal application process, please visit [www.edgehill.ac.uk/jobs](http://www.edgehill.ac.uk/jobs) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

For informal enquiries about this vacancy you may wish to contact: Liam Owens, Director of Student Recruitment and Administration at [Owensl@edgehill.ac.uk](mailto:Owensl@edgehill.ac.uk).

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 23:59 on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*