

Graduation Officer

Job Specification

JOB DESCRIPTION

Employment status:	Permanent, full time
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. Weekend working will be required for the Graduation Ceremonies (usually two Saturdays per year)
Location:	Horizons, 60 Queens Road, Reading, RG1 4BS
Department:	Deputy Principal
Manager:	Jane Fawkes, Deputy Principal and University College Secretary
Liaises with:	Senior representatives from the Professional Bodies, Employers, Students, Academic staff, Professional Services teams, relevant local dignitaries, venues and suppliers.

Summary of the role

You will be responsible for the management, organisation and effective delivery of the UCEM Graduation Ceremonies in the UK. You will ensure the smooth running and professionalism of the Graduation Ceremonies to ensure that they are a celebration of student success and achievement. You will also be responsible for the organisation of other external events, including the Property Awards and events for Honorary Fellows.

Duties and responsibilities

- Plan the dates and locations for the Graduation Ceremonies, working closely with relevant stakeholders.
- Publish the dates of the Graduation Ceremonies to students and staff in a timely manner, ensuring that the UCEM website is correct.
- Source and book relevant locations for the Graduation Ceremonies, that reflect the UCEM brand.
- Liaise with the Deputy Principal and University College Secretary to book relevant speakers and dignitaries for the Graduation Ceremonies.
- Liaise with the Deputy Principal and University College Secretary to ensure Honorary Fellow and Honorary Degree awards are made at the appropriate ceremonies.
- Work with Ede, Ravenscroft and other relevant providers to ensure the provision of robes and tickets for students, guests, UCEM staff, Honorary Fellows and Honorary Degrees.
- Work with the Assessment team to ensure the correct students are invited to each ceremony and receive information required.
- Manage the Graduation Ceremony programme and work with the UCEM inhouse designer to ensure that it meets the UCEM Brand guidelines.
- Work with the UCEM Marketing team to ensure merchandise and alumni stands are at each ceremony.
- Manage 'events' that support the Graduation Ceremony, including the prize winner's reception and celebratory drinks reception.
- Work with the UCEM Media Production team to put in place live-streaming for the Graduation Ceremonies.

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- Produce briefing notes for marshals, academic staff and other invited guests.
- Enlist marshals for ceremonies and lead the briefing meetings to ensure the smooth running of the ceremony.
- Ensure UCEM Certificates are given/sent to Graduates in a timely manner. Also keeping an accurate record of certificates that have been given or sent to Graduates within SITS.
- Oversee the UCEM prizes, including liaising with employers for the provision of prizes and ensuring prize winners are invited to graduation.
- To liaise with 'special award' students before a graduation ceremony to ensure any special requirements are in place before the day of graduation.
- Work with the UCEM inhouse designer to produce prize, special award, honorary fellow/degree certificates.
- Complete an annual review of the Graduation Ceremonies as part of the continuous improvement cycle.
- Organise events for the Honorary Fellows as required.
- Work with the Marketing team to maximise the promotional opportunities from the Graduation Ceremonies, the Property Awards and other relevant events, including the use of social media and photography.
- Respond promptly to all requests for information, ensuring a customer focussed approach.

Line management responsibilities

- None.

Financial accountabilities

- You will be the Budget holder for Graduation and must ensure costs remain within the allocated budget.

PERSON SPECIFICATION

A = Application/CV I = Interview T = Test

Qualifications and training			
Essential	How tested	Desirable	How tested
Level 2 Maths and English qualifications at grade C or above (Level 4 reformed GCSE or higher) – or equivalent qualifications	A	Bachelor's degree	A
A Levels or equivalent	A		
Previous experience			
Essential	How tested	Desirable	How tested
Managing high profile, large scale events, that involve co-ordination with multiple stakeholders	A I	Within the same or similar sector	A
		In a similar role	A
		Managing Graduation Ceremonies	A
Skills, knowledge and aptitudes			
Essential	How tested	Desirable	How tested
High level planning and organisation skills	A I	An understanding of the student experience	I

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Strong attention to detail	A I	Ability to work with the SITS database (students record management system)	I
Ability to communicate effectively, both orally and in writing, face-to-face and remotely	A I		
Excellent communication skills and in particular an ability to communicate with people of all ages and levels	A I		
Demonstrates a commitment to customer service	A I		
Ability to co-ordinate multiple activities to ensure they all meet set deadlines	A I		
Ability to work independently	A I		
Ability to lead and co-ordinate others	A I		
IT Skills (Microsoft Office), including competency in the use of Microsoft Excel	A I		
Other or special requirements			
Essential	How tested	Desirable	How tested
Commitment to Student Success; at UCEM we all work hard to make sure that our students are successful	I	Car owner and driver with valid licence	A I
VALUES – we expect all new employees to demonstrate our values at work			
<i>We will test these as part of the interview process</i>			
Passion – we care			
<ul style="list-style-type: none"> • We want each and every one of our students to succeed • We do the right thing by our students and customers; that means we do whatever we can to ensure that no student falls behind in their studies, and that no customer is unhappy with the service they receive 			
Integrity – fairness first			
<ul style="list-style-type: none"> • We model integrity in everything we do • We never compromise on honesty or trustworthiness • We adhere closely to laws and compliance standards • We do what we say we will do, and fulfil our promises to staff 			
Excellence – we aim high			
<ul style="list-style-type: none"> • High standards drive everything we do • We deliver excellence, strive for continuous improvement and respond dynamically to change • Each one of us is personally responsible and accountable for the quality of whatever we do • We listen to our students and understand their expectations • We strive to exceed expectations in quality and delivery 			
Support – we support and respect each other			
<ul style="list-style-type: none"> • At UCEM each member of staff does everything they can to help other staff and students to achieve their goals • We respect others and their opinions, we are open to ideas, we trust each other • We promote a supportive working environment across UCEM that extends to our students 			

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- We value and reward each individual's skills, working towards common goals with shared objectives and through collaborative practice

SAFEGUARDING AND PREVENT

Please note any appointment to this post is conditional upon and subject to an enhanced certificate (criminal record check) issued by the Disclosure and Barring Service (DBS), which will also include a check of the DBS Barred Lists.

If you are appointed to this post you will also be required, as part of your induction training, to undertake training relating to safeguarding and Prevent. This training will be both face-to-face and online. Any prior training in these areas is helpful, however it will not make you exempt from undertaking training with us.

BENEFITS

- Salary range £28,000- £33,000 per annum.
- 24 days paid holiday (rising with service to 27) plus paid bank / public holidays and up to 5 paid closure days; all per holiday year. Holiday buy/sell available.
- Salary exchange pension scheme (auto-enrolment to the People's Pension). You will automatically be opted-in to salary exchange (the term we use for salary sacrifice). You may opt-out.
- Life assurance provision.
- Horizons: There are limited paid parking spaces however you may ask to join the Waiting List. There is no guarantee you will be successful in obtaining a space before or after commencing employment, so you will need to consider alternative travel arrangements.
- Employee Assistance Programme.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Voluntary Healthcare Scheme.
- Charity giving.
- Access to IT and retail discounts.

On the jobs page of our website you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

Preferably by email to recruitment@ucem.ac.uk

Please send the following documents:

- 1) Your up-to-date CV;
- 2) A covering letter outlining your suitability for the role with your salary details; and
- 3) A completed **Recruitment Check Form**, available from the jobs section of our website at www.ucem.ac.uk

Internal applicants are advised to inform their line manager of their application.

Informal discussion

For an informal discussion about the role please contact Jeanette Pizzey on 0118 921 4685 or email J.A.Pizzey@ucem.ac.uk.

For any other enquiries please contact HR on 0118 467 2243 / 2349 or email recruitment@ucem.ac.uk

NO AGENCIES – WE DO NOT USE AGENCIES NOR CAN WE ACCEPT CV SUBMISSIONS

Closing date

Friday 7 February 2020 at 12.00 noon

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Please note, applications may be reviewed as and when they are received, so you may be invited to interview ahead of the closing date.

Interview date

Dates for interview will be advised to you later in this process.

Please be prepared that there may be a two-stage interview process, held on different dates. As part of any interview process with UCEM, you will meet with a member of the Senior Leadership Team; subject to availability this may be a telephone interview.