The Wellbeing, Therapeutic and Residential Life team are looking to recruit a Sexual & Domestic Violence Response Officer. You will be part of a team that plays a central role in supporting our students. You would work alongside a wide network of dedicated and professional colleagues from this team, the Division for the Student Experience, the Academic Schools and the Students' Union.

We are seeking a skilled professional, with substantive experience in the areas of sexual violence & abuse, domestic violence & abuse, harassment and hate crime within Higher education or with student clients. You will lead on delivering a high-quality support and case management service providing specialist advice and guidance. You will be responsible for working with colleagues across the University to design and implement effective prevention, reporting and supporting initiatives whilst also managing a caseload and supporting students through their experience in these sensitive and challenging situations. To progress these initiatives, you will represent the University on external working groups which include Local Authorities, Statutory Services and third sector organisations. You will deliver training for a variety of audiences and liaise effectively across agency boundaries while leading aspects of work at a strategic level.

You will have a passion for, and experience of, working with students; a proven ability to develop valuable working relationships with a range of stakeholders using a positive, innovative and flexible approach; have strong communication skills, including writing reports, policies and procedures. You listen, engage, and advise with integrity, diligence and high levels of professionalism.

**Key Working relationships:** Students from across the University, Connectors in co-creation roles, Head of Wellbeing, Therapeutic and Residential Life Services; Associate Director of Student Experience, Student Wellbeing Manager, Student Wellbeing Coordinator, Division of the Student Experience, Office for the General Counsel, Police, SARC, Survivors' Network, Brighton and Hove Local Authority Students’ Union.

Please contact Amanda Griffiths at a.griffiths@sussex.ac.uk with any queries you may have.

For full details and how to apply see our [vacancies page](#).
2. The School / Division

Please find further information regarding the school/division at https://www.sussex.ac.uk/about/strategy-and-funding https://www.sussex.ac.uk/studentsupport/ http://www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience

Job Description

Job Description for the post of: Sexual & Domestic Violence Response Officer

Department: Student Experience

Section/Unit/School: Wellbeing, Therapeutic and Residential Life Services

Location: TBC

Grade: 7

Responsible to: Head of Wellbeing, Therapeutic and Residential Life

Responsible for: Possibly Student Connectors

Job Purpose and Overview:

- To work with colleagues from across the University and Student Union in embedding activity that will shape our institutional culture in relation to sexual violence, harassment and hate crime. This will encompass four key areas: policy and procedure, prevention and training, student support and communications.

- To support the Head of Wellbeing, Therapeutic and Residential Life together with other senior colleagues to develop and ensure appropriate working partnerships are in place with colleagues, students, and external stakeholders, which are conducive to the effective realisation of the University’s response to sexual and domestic violence, harassment and hate crime.

- To prioritise and delegate the University student caseload produced by Report and Support in addition to managing own student caseload, taking urgent action as required. To undertake liaison with external agencies to support students through their chosen route and outcomes.

- To contribute to the work of the Division in the formulation, promotion, delivery, monitoring and review of University policies and procedures regarding students to ensure legal and contractual obligations.

- **Main accountabilities and responsibility areas**

- To coordinate and manage cases of sexual violence and misconduct reported to the University. To provide expert advice and guidance to University colleagues, including Professional Service Staff /Faculty/Schools-based managers and support case management reviews. This will include the tracking, recording, and reporting on individual cases of sexual violence, harassment and hate crime and their progress.

- To support colleagues in establishing and maintaining the University’s reputation and profile nationally (and internationally where appropriate) on issues relating to sexual violence and harassment benchmarking and contribute to the development of KPI’s where appropriate so that the University can be seen as a leader exemplifying best practice, sharing it as appropriate and learning from the experience of others.
• To contribute to the development, implementation, evaluation and monitoring of the Division's strategy, policies and procedures for the reporting, management and prevention of sexual violence, harassment and hate crime and other relevant strategies as required.

• To lead and direct the work of the University Action Plan ensuring that key stakeholders are engaged and aware of timescales and responsibilities. Review, update and develop in line with policy development and innovation in the sector. Provide expertise and advice relating to sexual violence and harassment within the Higher Education Context to areas of the University.

• To further develop the University's related policies and procedures drawing upon current work in the sector around sexual violence, harassment and hate crime and that of key stakeholders. Prepare reports for relevant committees.

• To develop, produce and deliver engaging training using a variety of pedagogical approaches and educational material in the areas of consent, disclosure and bystander interventions in partnership with relevant internal and external stakeholders.

• Working in partnership with Faculty, School and PSS colleagues as well as other internal and external agencies to ensure appropriate support is available to students who report experiencing sexual violence, harassment, and misconduct or hate crime. Review reporting mechanisms to ensure they are fit for purpose and identify any new requirements. In partnership with the Communications team develop an approach to communicating to staff, students and external stakeholders the Universities work in this area.

• To represent the University in various Community networks and liaise/promote productive relationships with both internal and external partners/stakeholders associated with Student Wellbeing to promote continuing innovation and facilitate student access to services.

• To provide information, guidance and training in these areas for staff in the Student Experience Division: This will include the creation and regular review of guidance and care/referral pathways in areas associated with Student Wellbeing.

• To share the responsibility for work across the University related to prevention and response to disclosure of sexual misconduct, domestic abuse, hate crime etc.

• **Major deliverables, projects, processes, responsibility areas etc.**

• To provide a professional and specialist advice and information students and staff within the University around all elements within the remit of this role

• To accurately interpret, and keep up to date with, all relevant legislation relating to all aspects of the role to ensure that accurate and appropriate advice is always offered.

• To manage and delegate a portfolio of case work for both the post-holder and other members of the Student Experience Division to provide continuing support for students as appropriate. This may involve regular reviews and updates of provision, case conferences with academic staff and other professional services directorates to ensure support is in place and the appropriate action has been taken.

• Lead and be part of case reviews as appropriate to ensure shared good practice.

• To provide advice and support for colleagues in the identifying of circumstances where it is necessary to breach confidentiality and to invoke emergency procedures or referrals where necessary ensuring that duty of care responsibilities are always discharged.
• To actively use systems to record statistical information on clients and casework and to keep thorough, accurate and up-to-date client case notes ensuring compliance with professional standards and GDPR.

• To contribute significantly to the development, implementation, evaluation and monitoring of policies and procedures

• To liaise with local authority social services, Police, community health teams, and other relevant agencies in the support of students.

• To attend and represent the University at Local Authority operational groups such as those held for sexual violence and domestic abuse and be a recognised advisory point of contact for university staff/stakeholders when dealing with incidents that fall within the remit of this role.

• To attend and represent the University at MARAC (Multi-Agency risk assessment conference for domestic abuse) when necessary.

• To manage the development and continuous improvement of the Report and Support tool ensuring appropriate areas of the University are in place to respond to allocated reports, maintaining a clear overview and support mechanisms for colleagues involved in responding to particular aspects of cases that are reported through the system.

• To manage the coordination of the Restore Respect programme to ensure appropriate numbers of trained staff can undertake cases and that this is promoted sensitively and appropriately via carefully chosen mechanisms.

• To deliver and facilitate training by external organisations for student-facing staff across the Division and the University as appropriate. This training should focus on policy and guidance related to this role. Examples include Sexual and domestic violence disclosure; hate crime and Cyber abuse disclosure; pre-trial therapy etc.

• To regularly review policy, guidance, and care/referral pathways for Student Experience staff on issues including sexual and domestic violence, hate crimes etc.

• To share the facilitation/administration of Sexual violence/domestic abuse steering meetings and to ensure that any agreed actions are implemented.

• To maintain our online and in-person healthy relationship training programmes for students.

• To lead on any campaigns and to organise any associated promotional materials in partnership with the University Communications team.

• To undertake any other reasonable duties and responsibilities as may be reasonably expected as part of this role and in line with the grade.
4. **Person Specification**

**Essential Criteria**

**Skills and Competencies**

- Able to demonstrate an awareness and relevant knowledge and understanding around sexual violence, domestic violence, harassment, and hate crime within a higher education environment.
- Good understanding of and commitment to equality and diversity including equality legislation and how it applies.
- An understanding of the demands associated with managing these issues within a higher education environment.
- Strong project management and case management skills within a demanding environment.
- Excellent analytical and problem-solving skills.
- An ability to think in strategic terms and a willingness to exercise leadership.

**Knowledge Areas**

- A thorough and up-to-date knowledge and understanding of all matters relating to sexual violence, domestic violence, harassment, and hate crime, the relevant legislation, published codes of practice and the national agenda affecting this area of work, with a particular focus on higher education.
- Substantial knowledge of issues affecting students who have experienced and/or where an allegation has been made of sexual violence, domestic violence, harassment, and hate crime.

**Experience, Skills and Competencies**

- To be educated to degree level and/or professional qualification.
- Evidence of working collaboratively across organisational boundaries and with external agencies.
- The capacity to innovate and support change management.
- Experience of providing advice to students on all matters within the remit of the role.
- Able to maintain clear professional boundaries.
- Ability to manage a large caseload and prioritise work.
- Well-developed interview, case working and practitioner skills.
- Competence in accurate record keeping and report writing.
- Ability to remain calm and professional within a busy environment when dealing with clients with various challenges and in difficult situations.
• **Previous experience**

  - Extensive experience of supporting people who have experienced sexual violence, domestic violence, harassment, and hate crime and with those where an allegation has been made relating to one or more of these areas.
  - Experience of developing producing, delivering, and evaluating engaging training in a range of media to a range of stakeholders
  - Evidence of setting and achieving clear objectives and performance goals.
  - Demonstrable experience of policy development and implementation across a large and complex organisation.
  - Evidence of experience in a customer focused environment and delivering exceptional customer service to stakeholders in an empathetic way whilst maintaining clear professional boundaries.
  - Able to work autonomously as well as collaboratively across organisational boundaries, with the capacity to be a constructive team player.
  - Able to generate new ideas and support change management.
  - Demonstrates knowledge and understanding of how IT systems can support and enhance service delivery, and ability to understand new systems.
  - The ability to represent the University externally.

**Professional qualities**

- Organisational abilities, including an ability to manage priorities and workloads
- Excellent and highly developed communication and interpersonal skills coupled with the ability to relay complex and highly sensitive information to students and staff
- Literate in IT and reporting tools
- Understanding and commitment to the importance of equality of opportunity within a student support service environment.
- An enthusiastic, can-do approach to supporting students and promoting the services and the Directorate.

**Desirable**

- Registered with a statutory regulatory body for health or social care (e.g. HCPC NMC)
- Qualified independent sexual violence advocate or advisor