



**FACULTY OF HEALTH & LIFE SCIENCES
SCHOOL OF NURSING, MIDWIFERY AND HEALTH**

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB INFORMATION

Post Title: Undergraduate / Postgraduate Project Supervisor
Grade: Grade 7 - Scale Point 30
Salary: £18.57 per hour
Mode: Part Time /FTC until August 2023
Ref: REQ010248

2. JOB DESCRIPTION

Purpose

The role will guide and support allocated students at undergraduate and postgraduate level on a one to one basis during their academic research project, management report or dissertation.

Main Duties and Responsibilities

1. Responsible for advising, guiding and supporting allocated students on a one to one basis in the hours allocated per student.
2. To proactively liaise with allocated students to ensure they are supported during completion of their project, management report or dissertation.
3. To advise and ensure that allocated research students comply with the internal procedures for ethical approval as defined in the Coventry University Ethics Committee Statement.
4. To mark / assess allocated students final project, management report or dissertation within the time allocated.
5. Liaise with Student Project Module Leaders within the Faculty or School.
6. To second assess other projects, management reports or dissertations as required ensuring close liaison with the first assessor.
7. To liaise with industry / business student contact as required.
8. To attend exam boards where necessary
9. To attend Faculty / School / Department meetings as required

AND such other duties as are within the scope and spirit of the job purpose, the title of the post and it's grading.

3. Supervision Received

Head / Associate Head of Department

4. Supervision Given

None

5. Contacts

6. Students, University Staff at all levels, Industry / Business contacts for students

3. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
Education/ Qualifications	Honours degree & / or masters qualification	Active membership or fellowship of a professional body Recognised teaching qualification
Experience (Paid and Unpaid)	Experience of supervising students / placements for project work Recent experience of teaching in a higher educational setting Evidence of good/innovative pedagogic practice Or (If from Professional practice background) evidence of high quality presentation skills, and evidence of coaching, or mentoring and teaching other professionals	
Job-related skills/ Aptitudes	Must be able to communicate clearly in writing and verbally Good influencing skills. Ability to work independently, to take the initiative, and to innovate Commitment to delivering high quality services to students and external clients Good organisational skills Suitable level of proficiency in ICT and understanding of its application to teaching and learning	Evidence of disseminating own 'good practice' effectively to others and of taking up 'good practice' from other sources into own work
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations Ability work as a member of a team or group Ability to relate to students with diverse backgrounds, ages and experience Experience of mentoring or supporting Ability to relate to a range of external clients and partners of the university from the private/public/voluntary sectors	Experience of mentoring or supporting more junior or less experienced colleagues
Other Requirements	Ability to work flexibly, daytime, evenings and occasional weekends	Knowledge of Higher Education Sector