



## About the University of Huddersfield Students' Union Applicant Information Pack

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Dear Applicant,

Thank you for your interest in working for the University of Huddersfield Students' Union. This pack provides a range of information to support with your application. We hope you find useful and it helps you to make a great application.

Best wishes

*M Christie*

Matt Christie  
Union President 2010/11

A handwritten signature in black ink, appearing to read 'M Mills', is positioned above the printed name of the Chief Executive.

Matt Mills  
Chief Executive

**Our vision is to have a positive impact on the lives of all our members.  
Our mission is to make student life better**

UHSU is a registered Charity (1137401)

# Our Vision, Mission Values

**Vision: To have a positive impact on the lives of all our students**

**Mission: Working together to make student life better**

## Values:

### **Democratic & accountable student leadership**

*All key decisions will have the input of our members and staff and will be open to scrutiny. All elections will be conducted fairly. Our campaigns work will be evidence led and reflect members priorities*

### **Inclusive & Accessible**

*We will take positive action to make all our activities, services and opportunities for involvement open to all our members*

### **Ethical & Sustainable**

*We will conduct our affairs and make decisions based on the principles of recognised sound ethical practice for membership based “not for profit” organisations. We will manage our services in a financially sustainable manner*

### **Innovation**

*We will be creative in all our work and will seek out new and innovative ways of delivering services, activities and opportunities for members*

### **Quality & Continuous Improvement**

*Providing a quality experience will underpin all our planning and be our principal focus when interacting with our members. We will be nationally recognised for improving student life through quality and effective representation.*

### **Partnership**

*We will develop partnership working with University Departments and external organisation where this will benefit our members and customers. Elected Officers, Students’ Union Departments and staff will work together as a unified team at all times.*

## Strategic Objectives and Enablers 2011-2013

### Strategic Objectives

- SO1. We will address students’ concerns through active research, representation and achieving prompt positive change
- SO2. We will provide students with independent, impartial and professional advice to improve student life
- SO3. We will provide space, facilities and opportunities for students to make friends, lead, innovate, be active and create communities on campus
- SO4. We will provide quality & sustainable services valued by students

### Strategic Enablers

- EN1. We will develop our communications, media research, and IT capacities to continuously improve our engagement and communication with students
- EN2. We will develop our people to be innovative, entrepreneurial and student focused
- EN3. We will manage finances and resources effectively and ensure they are focused making student life better

# Delivering our Vision and Mission

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The Students' Union board adopted and re-affirmed our Vision Mission and Values in March 2011. At the same time they agreed a number of broad strategic objectives. This single page provides the framework for all our activities, some key points to note include:

- 'together' in our mission statement emphasises that the Students' Union is more than a supplier of services to members, were about team working to make a difference; students and staff are co-producers in making student life better
- all our student volunteers, activists, student staff and permanent staff can relate there day to day activities to our vision and mission, everyday we should be able to say how we have made student life better
- the vision, mission, values and objectives inform our long, medium, short and daily planning. Each department team prepares an annual operating plan consistent with the above, this then informs staff members individual action plans that are agreed and reviewed regularly in one to one meetings and are further considered as part of there annual personal development review.
- The values sum up the behaviours and day to actions we adopt when delivering the mission

## **Our Leadership: Democratic and Student Led**

Democracy is at the heart of what we do. Five full-time Student Executive Officers are elected annually as Trustees of the Union and they determine the overall policies and make decisions about major issues facing the Union. Alongside the Executive Officers there are also five external lay Trustees, This group of people have ultimate responsibility for the Students' Union and its activities.

The Board of Trustees are supported by a team of professional managers, who implement UHSU policies, undertake the on-going, day-to-day management of UHSU and manage our staff. We have a core staff group of around 30 people, but at any one time we can have up to 100 part-time staff members (mostly students) who work in our shops, bars and other functions.

## **Our Student Voice: Representational Activities**

Ensuring the diverse voices of our students are heard is core purpose of the Students' Union, we do this in a number of ways:

- The Students' Union Council provides a regular forum where members can have their say. Through 2011 we will be providing direct access to University decision makers via this forum
- Many students first concern is the quality of academic provision; we train and provide ongoing support to course and school reps who are at the front line of securing improvements in the quality of learning
- Annual election to sabbatical posts ensures there are ordinary students influencing Students' Union, University and local decision making. Sabbatical Officers are full members of a range of University deliberative and decision making committees
- We provide opportunities for our representatives to meet with and lobby elected politicians.
- Our market and action research activities, led by sabbatical officers and student staff, help us to hear and survey the contemporary student voice in order to make representations and ensure prompt and positive change

**You said, We did....** recent changes resultant from our representational activities include:

Articulating student's preference for a quarter past the hour lecture start time, to enable student parents and carers to arrive on time. The Students' Union arranged student responses and the University maintained the status quo.

Students consistently requested improved and timely feedback on their work. UHSU lobbied for a three week turnaround on course work, which the University agreed to. We are working in partnership with the university to continuously improve the feedback to students

## Our Services & Activities

In addition to the representational activities our services make student life better in a number of ways including:

- A Student Advice & Information Centre provides general information and advice. Specific support with student housing, student health and representation for students in academic matters are the Centres expertise.
- Over 60 student-led Sports Clubs and Societies that students can join. If students want to set up a new group they'll be supported to get started and involve new members. A Give it A Go programme provides social and recreational opportunities for students
- A Safety Bus that provides students with safe transport home from the early evening till late
- Our website and social media presence provides not only dynamic information such as What's On, but also a range of reference material for help and support
- Studentpad.co.uk provides Huddersfield students with access to accommodation information
- Outreach services to UC Oldham, UC Barnsley and non traditional students at Queensgate

Our trading services provide great, food, convenience, value and recreational space on campus. (For staff members they provide affordable and convenient services for lunch and break times)



**Coffee Bean**



**Shop**



**Graduate**

These services return a surplus to the Students' Union which is invested to benefit members. But more importantly they provide student space on campus where members can do group work, relax, and refuel. It is important that students see it as their space so we promote a range of uses which includes bringing your own flask and packed lunches.

## Our commitment to quality

We are passionate about continuously improving student life. In 2010 our continuous improvement and quality was recognised when we received a Bronze Students' Union Evaluation Initiative Award (SUEI). We commenced working towards the award in May 2008 and by 2013, seek reaccreditation. In addition to this we also benchmark our performance; we have been awarded a Silver Sound Impact Award recognising our environmental sustainability and Best Bar None recognising good practice in running our bar operation. We are currently working towards achieving Investors in People.



## Our finances: income and trading

The Students' Union has two principal sources of income; a block grant from the University and surpluses from our trading operations. The University of Huddersfield Students' Union is a registered charity and a 'Not for Profit' organisation. This means that there are no shareholders only members; any profit made from our commercial operations goes towards providing services for our students. Our total income in 2010/11 will be around £1.3m

## Our Locations of Work

The Students' Union operates principally from its building on the Queensgate Campus but reaches out to the campuses at Oldham and Barnsley. We have staff permanently based at these sites and staff and officers at the Queensgate Campus regularly travel to these sites to provide additional services.

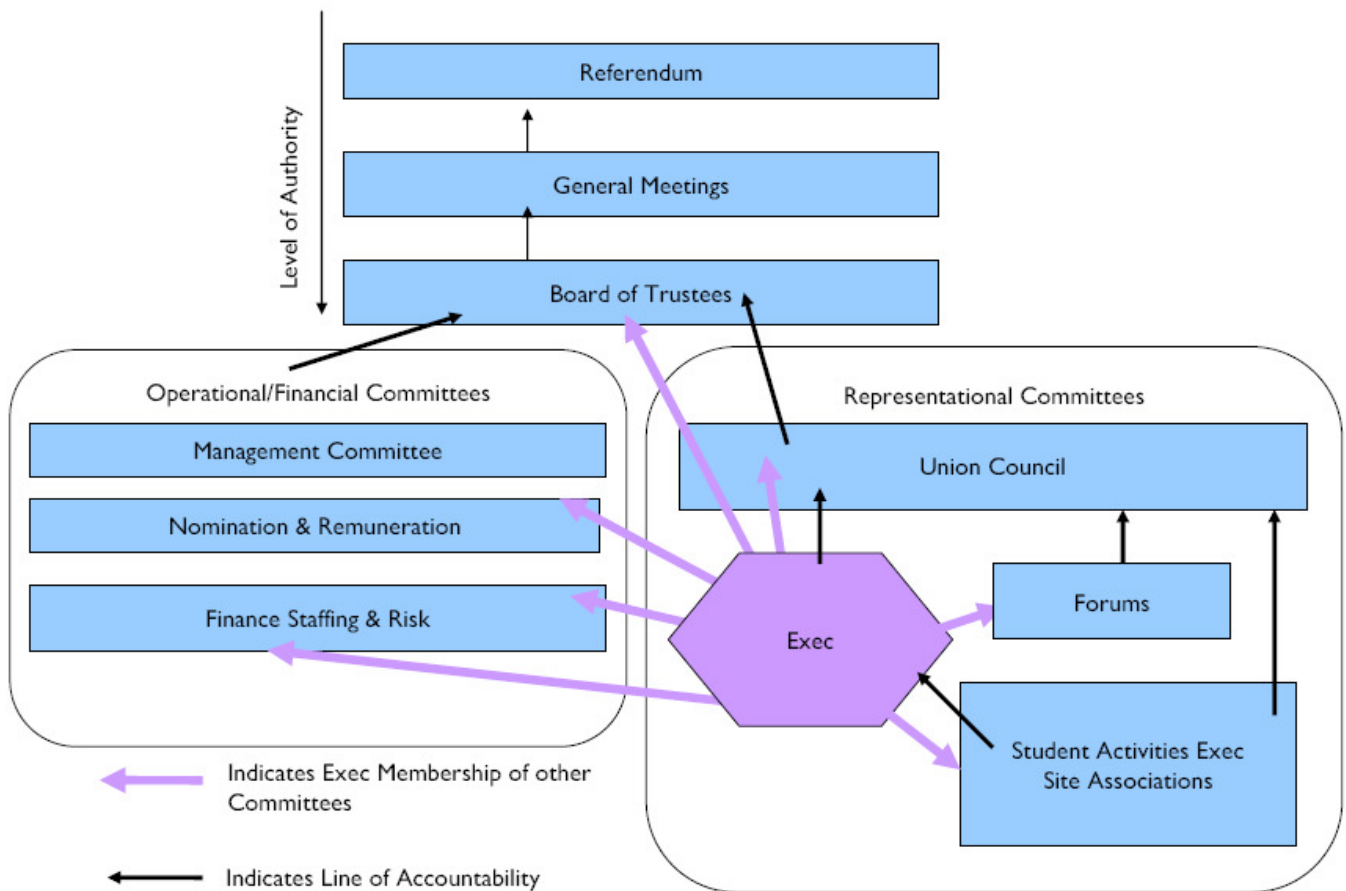
## Our Members

All students at the University of Huddersfield are automatically members of the Students' Union, unless they choose to opt out. Below is a profile of students (April 2009 excluding our collaborative partners):

- 57% are female;
- 68% are mature (>21);
- 68% are full-time (FT/S) and 32% are part-time (PT);
- 97% are UK/EU and 3% are overseas students;
- 83% are undergraduate, 17% are post-graduate ;
- 18% of all students are on sandwich courses;
- 19% declare themselves as non-white

## Our Democratic and Governance Structures

Our Democratic and Governance Structures are fully described in our Constitution. The diagram below provides a simplified summary. In essence the structures ensure that the organisation is accountable to its student members via the elected Executive. Members are able to set policy and hold elected members to account through referenda, general meetings and Union Council



## Our Staffing and Departmental Structure (April 2011)

All staff are ultimately accountable via the Chief Executive to the Board of Trustees. The Chief Executive is accountable to the Board of Trustees via the Chair. In the immediate future we will develop our use of paid student interns to augment our capacities and ensure our work is both close to and generated by our members.



## **Further information about the University and the Students' Union**

### **Students' Union**

The Students' Union website will provide dynamic information about contemporary activities, but also a range of background information on our services, structures, goals and activities.

[www.huddersfieldstudent.com](http://www.huddersfieldstudent.com)

Our Annual Reports can be found on line at  
[www.huddersfieldstudent.com](http://www.huddersfieldstudent.com) > your union > document library

Information about our elected Executive Officers can be found at:

<http://www.huddersfieldstudent.com/exec>

### University

<http://www.hud.ac.uk/jobs/> contains general information related to the University and area. However the Students' Union is independent of the University and any successful applicants are employed by the Students' Union. General information about the University can be found at [www.hud.ac.uk](http://www.hud.ac.uk)

# Your application & our recruitment process

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The information you provide in your application is the only information we will use in deciding whether or not you will be short listed for interview. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible. This is part of our commitment to ensuring equal opportunities for job applicants. Do not substitute your CV for a completed application form, since this will not be considered.

## Planning your application

Before filling in the application form read the job information carefully. Each vacancy is based on a job description which lists the main duties of the post and a person specification describing the skills, experience, qualifications and personal attributes we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required. Ask yourself why you are interested in the job.

## Using the person specification

The person specification is the list of criteria or requirements regarded as essential and desirable for the post. To be considered for an interview you have to fulfill each of the essential points of the person specification which are marked 'Application Form', demonstrating your abilities by telling us about your experiences.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point marked 'Application Form'. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined. Remember that voluntary work or work at home can be as valuable as paid employment.

Ensure that in the application form you address each point marked 'Application Form' in the person specification as fully as you can. If this is not done, it is highly unlikely that you will be called for interview. The strongest applications will detail with examples of how candidates meet all the criteria, including drawing on previous experiences and transferable skills; whatever it is, the most important thing is to tell us - we are unable to guess or make assumptions.

## Completing the application form

Decisions about who will be selected for interview will be based on the information you give in your application form. Therefore application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

- It is important that your application relates to the job you are applying for. Do not copy the same one for a series of different jobs.
- Make sure you complete the form clearly typing it or in your own handwriting using black ink (black ink shows up best when photocopied). The Students' Union prefers to receive forms by email, however we recognize that on occasion access to IT may be difficult, consequently the Students' Union will consider hand written applications on our standard application form.
- The job information will state by which date you are to return your completed application. Remember to keep a copy for reference. Applications received after the closing date will not be considered.
- Please also complete the enclosed Equal Opportunities Monitoring Form and return it with the application form.

## **Short listing**

After the closing date, the application forms are read very carefully by the Selection Panel to see how each person's skills and experience relate to the skills and experience in the person specification and applicants who meet these requirements are short listed for interview. Only information contained in the application will be considered in making the decision to shortlist.

## **Interviews**

The Selection Panel is normally made up of three or four people who ask similar questions of each candidate covering the person specification criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the requirements of the post.

- Short listed candidates may be asked to complete a task either at or before the interview.
- You will have the opportunity to ask questions about the job, conditions of service etc.
- Panel members keep a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and justifiable. You should therefore not be worried about the Panel taking notes.
- If a candidate is not able to attend the interview there is no guarantee that an alternative date will be offered. The Panel will consider requests for alternative dates as they arise.

## **Complaints**

We are trying hard to ensure that every stage of our recruitment process is fair and properly thought out. We want to ensure that everyone is treated fairly and helpfully, even if not appointed. If you feel you have been treated unfairly, please write to the Chief Executive and we will investigate this. We hope you will be successful in your application. However, if you are not, please do not be discouraged from re-applying; your skills and experience may be what we need for our next vacancy.

## **Data Protection Act 1988**

As part of our recruitment and personnel procedures we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. Sensitive personal data is defined by the Act as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions. In relation to recruitment procedures, it is our policy to store data for 12 months after the date it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially. In relation to individuals appointed to posts, it is our policy to store data about post-holders for the length of their employment by the Students' Union and for 7 years afterwards (for purposes of providing references). Any information of this nature will be treated confidentially. In signing the declaration at the end of the Application Form you will be giving your consent to sensitive personal information being recorded and stored.