



Job title	Accommodation Officer	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Accommodation Services	Location	University Park Campus

Purpose of role

To provide excellent customer service for our students, dealing with detailed enquiries via multiple channels, working as part of a team to effectively process student accommodation bookings to deliver our Book with confidence guarantee and assist with the arrival and post arrival student experience. Officers will collaborate with both internal University departments and external accommodation providers, proactively engaging with all stakeholders, ensuring that students receive the best possible student experience, reporting on accommodation applications and availability as and when required.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Administrative and First point contact • Taking full responsibility for the day-to-day administrative tasks that are related to the essential running of the Accommodation department both independently and in conjunction with multiple stakeholders both internally and externally. • Role holder will act as first point of contact over all platforms (MS Teams, E-mail, live chat, face to face). • Ensuring student records are accurate and up to date including inputting and updating of student applications • allocation of student accommodation in line with student needs and desires. This may require working with other university Stakeholders to ensure a robust approach to student satisfaction (e.g., disability support) • managing visitor bookings and liaising with internal and external providers to support this • delivery of communications to prospective students on key accommodation matters that require time sensitive responses • liaison with other support services and academic schools on specific student or student group requirements/administration • liaison with accommodation management teams, both University and third party, regarding allocations of accommodation and ongoing individual issues of residents • Individual casework management of complicated student needs, relating to such areas as disability, mental health and finances	45%

	Main responsibilities (PPrimary accountabilities and responsibilities expected to fulfil the role)	% time per year
	- liaising with colleagues in the planning and preparation for each academic year application and allocation cycle - information sharing and weekly meetings with allocated third party provider. - Building reports using complex data from multiple software platforms. - Leading on Third party accommodation providers to agreed KPI's and SLA terms and performance. - Using multiple bespoke database systems to interpret and manipulate over various platforms (e.g, Campus, Kinetics, Gecko)	
2	University Representation - Taking full responsibility for the effective delivery and presentation of information, and responding to queries relating to departmental content, at all University Open Days and other recruitment or engagement events. This includes supporting schools and departments with ad hoc and bespoke events, including evenings and weekends as required. - Leading the dissemination and presentation of information through a range of appropriate platforms and channels, ensuring communications are clear, accurate and accessible to the intended audience. - Preparing and presenting marketing and information materials, ensuring accuracy, consistency and attention to detail at all times. - Taking responsibility for University stakeholder referrals requiring specific knowledge, sound judgement and proactive problem-solving, ensuring queries are directed appropriately and resolved effectively.	10%
3	Marketing and Social Media - Provide support on any live or Social Media platforms with student accommodation applications - Use of Gecko for live chat including 'training for the bot to ensure constant improvement of the completed enquiry rates for the department - Liaison with External Relations to ensure accuracy of information. Including video content reviews to ensure transparency to students at all times.	10%
4	Website and publication support - Providing support to develop and update the accommodation services website and publications. - Identification of areas for improvement in line with students changing needs and priorities for accommodation. - Skilled in CMS web editing in both planned and responsive amendments	10%

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
5	Problem Solving • Taking independent action to remedy complex and various queries and complaints relating to Accommodation issues • To lead on complaints that relate to the individual 'owned' portfolios and liaise with any stakeholders required to achieve student satisfaction • To proactively build and maintain relationships and processes to ensure continued compliance but also instigate changes to avoid repetition of any negative situations	10%
6	Data Management and Reporting • Maintain records for staff, students and/or finance as required • Update policies and relevant documentation associated with Accommodation services • Analyse data and produce reports for management as required • Maintain adherence to compliance and regulatory policies around data • Undertaking professional and personal development where appropriate to ensure continual updating of skills and knowledge	10%
7	• Any other duties appropriate to the role and grade	5%

Person specification

	Essential	Desirable
Skills	• Excellent customer service skills • Excellent numerical skills • Ability to work effectively as part of a team • Excellent IT skills/knowledge including Microsoft packages, report building, and ability to adapt and learn new applications • Independent judgement/thinking • Ability to operate at high level of emotional intelligence when facing challenging and emotional student issues • People management skills when working with internal and external stakeholders	▪ Working knowledge of the activities of other areas of the University relevant to the role.
Knowledge and experience	• Excellent Excel knowledge and database experience • Excellent interpersonal skills and oral and written communication skills • Ability to prioritise own workload • High level of attention to detail • Ability to remain calm under pressure • Demonstrable administrative experience • Experience of working in a customer focused environment in a front facing role • Experience of processing financial information • Proven experience of identifying operational improvements and providing solutions • Experience in dealing with unforeseen problems and circumstances • Experience of relationship management experience with external providers • Ability to manipulate complex data and navigate various platforms • Experience in digital and in person support for stakeholder promotions and events • Knowledge of issues of confidentiality and Data Protection Act	▪ Experience of working with a student administration system/database. ▪ Previous experience in student accommodation or similar accommodation providers ▪ Experience of delivering power-point presentations ▪ Experience of web content management systems

	Essential	Desirable
Qualifications, certification and training (relevant to role)	▪ Qualified to HNC or HND level (or equivalent) with experience in a relevant role/s OR proven relevant experience demonstrating general knowledge, technical, financial or professional practise and development.	.
Statutory, legal or special requirements		• Awareness of University procedures and relevant legislation



Expectations and behaviours

The university has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the university's strategy, vision and values. The following are essential to the role:

Valuing people	Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safer, Equality, Diversity & Inclusion and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

