

Job Description

Position / Job Title:	Sexual Assault and Harassment Adviser (SAHA)
Ref:	363
Location/Building:	Talbot Campus
Faculty/Professional Service:	Student Services
Group/Section:	Student Support and Wellbeing
Normal Hours per Week:	37 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	5
Accountable to:	Achieve Manager
Special conditions:	
We are committed to providing a safe environment for all students and staff. This position is required to undertake regulated activity and therefore is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and subject to a satisfactory (enhanced) DBS Disclosure and the requirements of our Safeguarding Policy .	

Job Purpose

To pro-actively provide information, advice and specialist 1:1 support to students who have experienced sexual assault or misconduct, harassment, hate crime or domestic abuse.

To raise awareness of sexual misconduct and harassment and its impact on the BU community, ensuring compliance with the OfS mandatory requirements for universities, including the provision of training for students and staff and the maintenance of a single source of information.

To work closely with Conduct, Safeguarding and Wellbeing to provide expert advice and support when concerns are raised, holding a key role in the development of policy and procedures, management of risk and the delivery of training to staff and students.

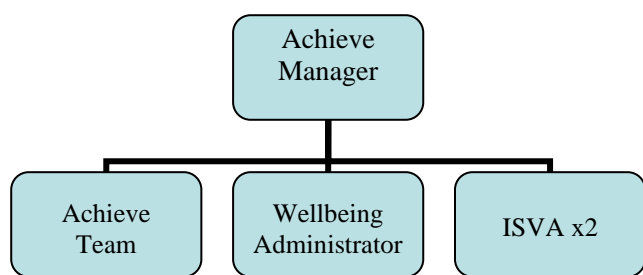
Main Responsibilities

1. To autonomously manage a specialist caseload of students utilising professional skills, experience, knowledge and professional judgement to provide support and guidance.
2. To respond to students who report incidents of sexual misconduct or harassment, ensuring care is taken to limit the possibility of contamination of evidence and adhere to the Achieving Best Evidence (ABE) guidance in the event the student decides to report to the police.
3. To ensure students understand and can make informed decisions around options for further reporting, both internally through BU Conduct Procedures and externally through the SARC or police, providing expert guidance and support to students through these processes.
4. To identify, monitor and manage the individual risk and needs of students by developing tailored support plans in line with BU Safeguarding procedures, escalating as appropriate. Liaise with the BU conduct team to ensure holistic assessment of risk where any allegations relate to a current BU student.
5. To maintain up to date knowledge of sector developments, guidance and good practice to contribute to the development of university policies, protocols, guidelines and strategies. This will

include responsibility for ensuring compliance with the OfS regulations relating to sexual misconduct and harassment.

6. To lead on the development of BU's internal incident reporting and data collection processes. Collate and analyse data and feedback from staff and students to identify trends and areas for improvement to promote a culture of continuous improvement.
7. To utilise specialist knowledge and experience to lead on the development, implementation and delivery of training, workshops and presentations to staff and students, including consent and bystander training. Monitor compliance with, and the impact of training and implement any developments required.
8. To maintain an up-to-date knowledge of relevant legislation and codes of practice, engaging in development and research through professional networking and continued professional development. Collate sources of support, advice and guidance for staff and students including support relevant for our diverse student population within context of a rapidly changing HE sector.
9. To manage highly sensitive and confidential information within the frameworks of the Data Protection Act and any other professional and statutory guidelines. Ensure record keeping and case management is in line with GDPR, BU policy and procedure and safeguarding practice requirements and compliance.
10. To provide clear, accurate information and guidance to students around confidentiality, being transparent around when information may need to be shared internally or externally due to potential risks.
11. To develop and maintain productive and positive working relationships with key partners and external stakeholders including the SARC, STARS and other specialist services relating to sexual assault, misconduct, harassment/ hate crime/ domestic abuse/ HBV, to develop best practice and facilitate access to support for BU students.
12. To actively contribute to the enhancement of the student experience through the effective delivery of activities which actively promote inclusion and positive conduct.
13. To autonomously manage a variable and unpredictable workload, exercising initiative and developing solutions to problems, demonstrating an ability to utilise professional judgement to ensure key tasks are completed and deadlines are met.
14. To take responsibility for own ongoing professional development, maintaining a high level of professionalism and keeping knowledge and skills current to ensure the provision of the best possible service.

Organisation Chart



Contacts Internal and external, including level

Internal: All BU staff and Students

External: All users of the University, parents, police, SARC, specialist support services.

Challenges What are the most difficult, complex or challenging parts of the job

Sensitivity and empathy are key and important elements of this role as is the ability to remain calm under pressure and in challenging situations. This will include supporting students who have experienced trauma impacting on their mental health and wellbeing and may present in distress.

Understanding the limits of own expertise and identifying when escalation is required are important barriers to note. As is being solution focussed in meeting the needs of students with complex needs and ensuring appropriate support is in place to enable them to complete their chosen programme.

Information Governance Responsibilities

Data User

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

June 2025

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SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Satisfactory enhanced DBS check		E
Educated to degree level or equivalent in a relevant discipline plus relevant proven work experience		E
An accredited Independent Sexual Violence Adviser (ISVA) qualification or similar		D
Experience of working in Higher Education		D
Specialist knowledge and experience in providing support to people who have experienced sexual assault, harassment, Domestic or 'Honour' Based Abuse, and an understanding of the impact of these experiences on individuals.		E
In depth understanding of the criminal justice system relating to this area of work		E
Specialist Knowledge of services for individuals who have experienced sexual assault, harassment, or abuse		E
Awareness of the Equality Act 2010 and the implications for practice in Higher Education		E
Skills		
Ability to quickly form positive working relationships with people from diverse backgrounds and those who have experienced trauma and adverse life experiences		E
Well-developed skills in the ability to communicate effectively, orally and in writing, complex and sensitive information to students and professional colleagues		E
Autonomously manage own workload, working flexibly to prioritise completing demands, including managing risk, utilising a strength based, solution focussed approach		E
Skilled in developing partnerships and building positive relationships with internal and external stakeholders and working within multi-disciplinary and multi-agency environments		E
Proficient in developing and delivering training programmes for a variety of audiences with excellent presentation and facilitation skills		E
Ability to review policy, procedure, and practice to ensure compliance to relevant regulations and make recommendations for required changes		E
Able to undertake review of services and provision to identify strengths and areas for development and be proactive to implement timely solutions to promote service excellence		E
Excellent IT and MS Office skills with ability to work within case management systems		E
Attributes		
Excellent attention to detail, well-organised with the ability to prioritise tasks appropriately		E
Ability to work autonomously and on own initiative, as well as be an effective member of a team		E
Demonstrate an understanding of own limitations of knowledge/expertise and when escalation is required		E
Demonstrate empathy and utilise a person-centred, trauma-informed approach to practice		E
Reflective practitioner with commitment to ongoing personal development		E