October 2021

# Interview pack

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**UNIVERSITY OF WESTMINSTER**

# Welcome

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Thank you very much for applying for the role of Pre-enrolment Programme Project Co-ordinator. We are looking forward to meeting you at the interview to learn more about you and to give you the chance to learn more about us.

To prepare you for the interview we have compiled this interview pack which takes you through some details about the team, the interview panel, the interview questions and tips for the interview.

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# The Team

This role is based in the Academic Engagement and Learning Development Team. The team specialises in delivering library and academic skills training, developing library and academic skills resources, and liaising with academic and professional services departments to enable academic success. The team brings together librarians and learning developers, as well as managers who support the functions of 'Teaching', 'Resources', and 'Accessibility'. This includes learning development advice alongside digital and information literacy and library skills programmes to schools, delivery of content as part of the Graduate School Programme; it also supports  students with Specific

Learning Difficulties/Differences (SpLDs) and provision of digital and information literacy to the emerging Research Institutes.

The vision and goal for the team is to support the academic journey by offering a complete learning support service which delivers teaching and resources that respond to the different learning needs of our students, enable the aims of the teaching strategy, and mainstreams SpLD support. By working closely with academic colleagues and other professional services departments we aim to be fully integrated into the curriculum and enhance other services with our provision.  Additionally, the new post of the Pre-enrolment programme co-ordinator for dis-advantaged students learning and teaching project, will further contribute to the team's commitment to support diverse students on their university journey.

To contribute to the core functions of the team members of the team are engaged in a number of areas and projects. These include (but are not limited to):

- Delivering teaching sessions (both embedded and stand alone)

- Liaising with colleagues across the University

- Advocating for the Library and Archive services to the wider University

- Advocating for students and University services to the Library and Archive service

- Collection development

- Creating resources for students and academics

- Supporting and responding to student needs and enquiries  and

# Academic Engagement and Learning Development team

Team members and structure



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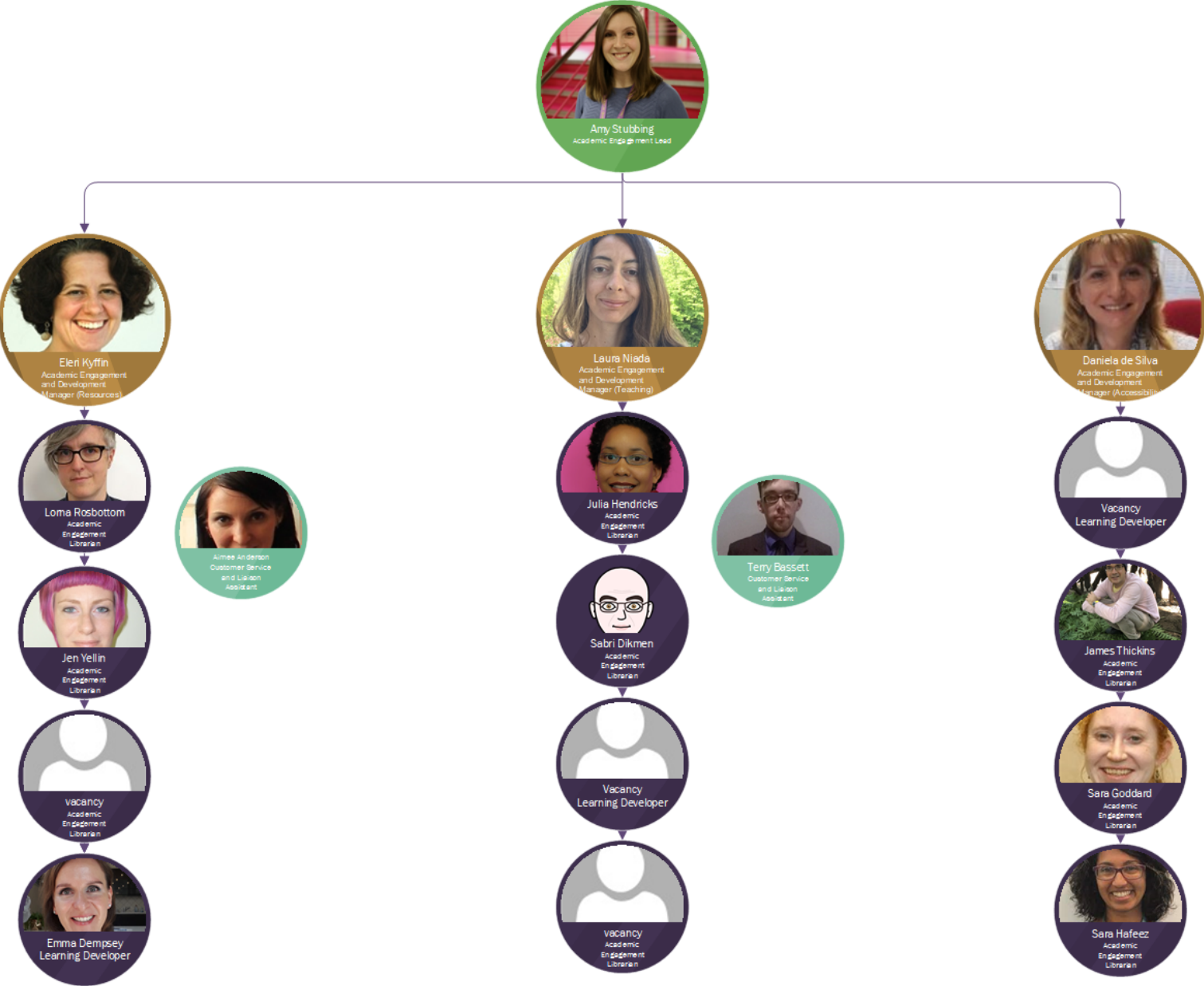
# The panel

Amy Stubbing

Amy is the Academic Engagement Lead

Chair: Daniela de Silva

Daniela is Academic Engagement and Development Manager (Accessibility)

Stephen Bunbury

A Senior Lecturer at the Law School

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# What to Expect in the Interview

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The interview will take place on Microsoft Teams, and you will have been provided a link to this already. When your interview time comes, you can click on the link and you will then be let into the interview room by the panel.

The interview panel will have their cameras on and will introduce themselves to you. Please make sure you have your camera on too as the panel would love to see you.

The first stage of the interview is a 10 min task (see the next slide)

# 10min Task

Can you please present for us a project timeline which you have completed with a very tight deadline?

Please describe the stages and skills/attributes involved in each stage as well as the project impact.

You can do this in whichever format you feel most comfortable to use (Gantchart; MindMap; flow chart or anything else).

# What to Expect in the Interview

In the remaining interview time, you will be asked the questions provided on the next page and you will be able to answer them each in turn. **If you do not want to know the questions in advance, please skip the next page (page 9).**

We do not expect you to prepare in advance and do not expect fully polished answers. If having the questions in advance will not help you perform better, you do not need to look at these. By giving the questions in advance, we hope to support applicants to do the best they can regardless of different needs, disabilities, strengths etc.

Finally you will have the opportunity to ask the panel any questions you have about the role, the team, or anything else you think of.

If you have any technical difficulties we will support you through these, and you can contact Daniela de Silva
d.desilva1@westminster.ac.uk  on the day if you are having any problems.

If anything happens during the interview, please don't worry, once we are all back online you will have time to collect your thoughts before restarting the interview. If the issues cannot be resolved the interview will be rescheduled.

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# Interview Questions

1.What attracted you to this role and what skills and attributes would bring to the team?

2.Can you tell me how you design and deliver projects?

Follow up: How do you evaluate project plans to ensure efficient and effective delivery of the project objectives?

3. Can you tell me how you provide leadership and coordination in the implementation and development of the project.

Follow up: How would you identify and manage risks?

4. How would you approach the coordination of the recruitment and training of student facilitators for each delivery of the pre-enrolment programme;

Follow up: What do you do when you encounter barriers when trying to engage with people?

# Interview questions continued

5. What skills and attributes do you employ to liaise closely with key stakeholders across the University (for instance Heads of Schools, Professional Services Directors and Student Union leaders) to secure high levels of engagement with project developments.

6. What approaches do you think are important when working with a diverse student body (BAME and international students, students from low socio-economic backgrounds; disabled students, etc)?

7. What do you think are the most important aspects of the Pre-enrolment Programme Project Co-Ordinator role?

# Interview tips

- Please remember to use examples to answer the questions
- Try to keep your answers succinct and ensure that you are answering the question
- Avoid reading from notes and engage in the answers you are giving
- Dress as if you are attending an interview in person
- Use a neutral background
- Make sure you download any software you need in advance (Microsoft teams)
- Have a technology back up plan
- Relax and try to remain calm – you can always take a second if you need to
- Our questions are to help us find out more about you - we want you to do well!

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