

Role Description: College Academic Representatives

Job Title	College Academic Representative
Location	University of Leicester Students' Union, LE1 7RH
Contract Type	Casual
Salary	Monthly salary for hours worked; National Living Wage paid plus holiday pay
Hours	Up to 7 Hours a week, term time
Reports To	Academic Representation Team
Role Purpose	Under the direction of the Academic Representation Team, to help deliver an exceptional academic experience for students within your College.

University of Leicester Students' Union

Our vision is that we will be a more active and inclusive Union with a powerful student led voice; delivering meaningful change for students across their Leicester experience. As a College Rep you will act as a champion for the student voice within your academic College, working alongside your School and Course Reps, the Students' Union and University staff, to enhance the experience of students within your College.

Core Responsibilities

- Attend a tailored program of training
- Act as a member of Student Council, the Students' Union's democratic decision-making body.
- Maintain contact with the Union on changes and developments within the College.
- Attend University committees and student experience related working groups this to include:
 - College Education Committees
 - Programme Approval Panels
 - College Research Committee (at least once a term)
 - Termly meetings with SELT
 - Senate
- Play an active role in the development and enhancement of the colleges educational provision and wider academic student experience
- Chair termly College Academic Representation Meetings bringing together School and Course Reps to:
 - Proactively seek out students' thoughts and opinions, particularly those of Course/School/PGR Reps in their College.
 - Examine SSC feedback to spot trends across the College
 - Ensure the dissemination of actions and outcomes to students
 - Contribute and lead on the production of the new College level impact reports
 - Communicate with students and other representatives on an ongoing basis about
 - Coordinate the delivery of relevant Academic Rep Briefings and successes

- Sit on School Education Committees, chaired by the Education Officer where relevant briefings will be delivered, discussed and agreed on key issues and policies that are impacting on students' academic experience.
- Work in partnership with the College Deans of Education to ensure effective 'two-way', communication between the college and students including the communicating of features of good practice, new initiatives and cascading relevant messages from the College to Students

Additional Optional Responsibilities

- Promote the College, School and Course Representatives, and broader academic representation system, within your College through social media, talks at induction and stalls
- Representing the wider student body by sitting on College and University level Committees, for each of these meetings attend relevant briefings and submit post meetings reports to the Academic Representation Team of the SU
- Sit on Academic Council and contribute to the projects and discussions.
- Sit on working groups and Task and Finish groups for Academic Council
- Be a member of Leicester 100, attend meetings and get involved in discussions

Health and Safety

- Be aware of, and at all times comply with, all relevant policies and procedures and all relevant statutory responsibilities including fire safety arrangements, Health and Safety issues including moving and handling, COSHH regulations, etc.

General

The post-holder will:

- Be required to develop and maintain positive working relationships with colleagues, students, contractors, external stakeholders and all other individuals they come into contact with in the course of their duties.
- Maintain confidentiality of information that you are privy to within the course of your duties, and be aware what information *must not* be shared with any unauthorised person *unless expressly permitted* to do so.
- Conform at all times to LSU Policies and Procedures with close attention being paid to Equal Opportunities and Equality & Diversity.
- Be flexible and adaptable where necessary in order to meet the ongoing service needs of LSU.
- Carry out any other reasonable duty requested of them as appropriate within the parameter of their role.

Person Specification

Job Title: College Representative

In your application, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Description	Essential	Desirable	Assessment
Education			
A student at the University of Leicester for current academic year.	X		A
Experience			
Previous experience in a representative role		X	A / I
Knowledge			
A good understanding of current issues impacting students' academic experience at University.	X		A / I
Good understanding and knowledge of how representation works.		X	A / I
Skills and Abilities			
Excellent written and oral communication skills	X		A / I
Experience of/ability to organise and lead events such as workshops, briefings and meetings.	X		
Ability to build and maintain relationships with stakeholders e.g. staff members	X		A / I
Ability to prioritise and handle multiple tasks	X		
Ability to work with a diverse student population	X		A / I
Excellent planning, organisational and administrative skills – with a particular focus on attention to detail.	X		A / I
Self-motivated and self-reliant	X		A / I
Values & Behaviours			
Desire to work with and represent students	X		A / I
Understanding and commitment to equality and diversity	X		A / I
Demonstrably high standards of personal integrity	X		A / I

