

## Role Description: PGT College Academic Representatives

<b>Job Title</b>	<b>College Academic Representative</b>
<b>Location</b>	<b>University of Leicester Students' Union, LE1 7RH</b>
<b>Contract Type</b>	<b>Casual</b>
<b>Salary</b>	<b>Monthly salary for hours worked; National Living Wage paid plus holiday pay</b>
<b>Hours</b>	<b>Up to 2 Hours a week, term time</b>
<b>Reports To</b>	<b>Academic Representation Team</b>
<b>Role Purpose</b>	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
- Maintain contact with the Union on changes and developments within the College.
- Attend University committees and student experience related working groups
- Play an active role in the development and enhancement of the PGT educational provision and wider PGT student experience
- Chair termly College Academic Representation Meetings bringing together PGT School and Course Reps to:
  - Proactively seek out students' thoughts and opinions
  - Examine SSC feedback to spot trends across the College
  - Ensure the dissemination of actions and outcomes to students
  - Coordinate the delivery of relevant Academic Rep Briefings and successes

- Work in partnership with key staff contacts 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

### 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
<b>Education</b>			
A student at the University of Leicester for current academic year.	X		A
<b>Experience</b>			
Previous experience in a representative role		X	A / I
<b>Knowledge</b>			
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
<b>Skills and Abilities</b>			
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
<b>Values &amp; Behaviours</b>			
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

