

Role Description: School Academic Representatives

Job Title	School 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	Approximately 45 hours across the Academic Year
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 School.

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 School Rep you will act as a champion for the student voice within your academic school, working alongside your Course Reps, the Students' Union and University staff, to enhance the experience of students within your School.

Core Responsibilities

- Attend a tailored program of training,
- Host a series of events with the support of Students' Union staff, including a welcome event/briefing, Term 2 briefing, and an evaluation with Course Representatives, Union staff and School staff
- Gather feedback for, attend and, where appropriate, Chair/Co Chair with staff lead the relevant Student-Staff Committee Meetings
- Contribute to key projects and activities across the year, for example the current project on assessment, or School Periodic Review
- Receive and disseminate briefings from SU staff, relating to relevant student experience concerns within their School and wider University – this could include updates from feedback, focus groups/surveys to gather more information, etc.
- Prepare and submit brief, monthly reports on your activities and outcomes undertaken to the Academic Representation Team
- Meet regularly with staff and student leaders within your school
- Sit on School Education Committees, including attending pre-meeting briefings and submit post-meetings reports to the Academic Representation Team
- Prepare and disseminate a handover to the next School Representative/s – detailing a who's who guide, ongoing projects, key actions and outcomes as well as general comments and advice

Additional Optional Responsibilities

- Promote the School and Course Representatives, and broader academic representation system, within your school 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

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: School 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 & 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