**PGR College Rep Role Description**

**Open to all registered postgraduate researchers (PGRs) at the University of Leicester - prior experience of a Representative Role advantageous but not essential**

**Up to 60 hours for 12 months for the 2024 calendar year (£10.90 an hour plus holiday pay)**

Within the role you will:

* Promote the value of PGRs and staff working together to build a stronger research environment.
* Work in partnership with the Doctoral College, the College PGR Director and PGR Reps in the other two Colleges to ensure effective ‘two-way’, communication between the Doctoral College, College, PGR reps and PGRs including the communication of good practice, new initiatives and sharing relevant information from the institution and College to PGRs.
* Attend bi-monthly meetings with the College PGR Director.
* Attend University committees and PGR-experience related working groups, to include Postgraduate Research Sub-Committee, College Research and Enterprise Committee and PGR meetings at a College level.
* Play an active role in the development and enhancement of the College’s research environment and PGR experience
* Meet bi-monthly with with the Students’ Union Academic Team and other College Reps to identify trends and issues affecting PGRs and to discuss key issues and policies that are impacting on PGR experience.
* Chair meetings three times a year that bring together Course Reps within their College to:-
  + proactively seek out PGRs thoughts and opinions.
  + ensure the dissemination of actions and outcomes to PGRs from relevant committees
  + coordinate the delivery of relevant Academic Rep Briefings and successes
* Maintain contact with the Union on changes and developments within the College.
* Prepare and disseminate a handover to the next PGR Representative/s – detailing a who’s-who guide, ongoing projects, key actions and outcomes as well as general comments and advice.