

Role Description for Education Officer

Job Title	Education Officer
Location	University of Leicester Students' Union, LE1 7RH
Salary	£24.450
Reports To	Trustee Board
Role Purpose	<ul style="list-style-type: none">• Act as the primary representative on Academic Issues including being the point of contact of all academic and educational issues.• Liaises with appropriate University staff to ensure Union academic policy and campaigns are progressing effectively, advocating for student interests at all levels of decision-making.• Supports, convenes, and leads the academic representative system including College, School, and course Representatives, to ensure effective student representation on academic matters.

Welcome to the Executive Team within the Students' Union!

The Students' Union is an empowering, innovative and inclusive student-led Union; championing your interests and providing a community that is home away from home.

Students decide who will run and lead the Union so elections provide the chance to be part of something big, have some fun, and shape the Students' Union.

Main Duties and Responsibilities

- **Primary Representative on Academic Issues:** Serves as the main Union representative and point of contact for all academic and educational issues.
- **Academic Representation Scheme:** Supports, convenes, and leads the academic representation system including College, School, and Course Representatives, to ensure effective student representation on academic matters.
- **Education Services and Policies:** Oversees and develops the Union's educational services and policies to improve the quality of education provided by the University.
- **Personal Tutor System:** Oversees the progress and development of the personal tutor system, including training and resources, ensuring a well-rounded and dynamic system.
- **Liaison on Academic Policy Matters Works:** Works with Union Support Services on academic policy matters to ensure cohesive and comprehensive support for students.
- **Academic Quality Assurance:** Acts as the primary student representative on academic quality assurance matters, ensuring student interests are considered in academic decisions.
- **Academic-Related Union Awards:** Leads any academic-related Union awards, recognising and promoting excellence in teaching and academic support.
- **Policy and Campaign Progression:** Liaises with appropriate University staff to ensure Union academic policy and campaigns are progressed effectively advocating for student interests at all levels of decision-making.

- **Chair of the Academic Council:** Leads discussions and initiatives within the Academic Council, fostering engagement and collaboration on academic issues.
- **Collaboration with College Reps :** Work closely with College Reps to support academic initiatives and representation across the University.

General

- All Executive Officers have a responsibility to ensure under-represented groups are represented in each of their assigned remits, as well as within the University community, ensuring their student experience is exceptional and advocating any issues that may be important to that group:
- Oversee and develop the Union's representational and democratic structures and systems to ensure as wide as possible student involvement.
- Monitor and propose the provision of equal opportunities to students, promote and campaign for equal opportunities within the Union and the wider community.

Representation

- To be representatives of student views to the University and to external bodies.
- To regularly talk and listen to the entire membership of the Union.
- To complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- To maintain and promote Union policies.
- To monitor key issues and problems affecting the student population and ensure the Union is acting on these.
- To ensure that the Union enhances the student experience and effects real change in students' lives via effective representation and campaigning.

Trustee

- To act as Trustees of the Union, ensuring that all of its services are relevant with positive effects on students.
- To abide by the Trustees' Code of Conduct.
- To abide by the laws of the United Kingdom and by the Union's Constitution.
- To promote the purpose, vision, aims, and objectives of the Union.
- To actively commit to reducing the environmental impact of the Union, whilst highlighting the best ethical practice.
- To carry out all duties with due regard to Health and Safety, Customer Care, and Equal Opportunities Policies.
- To be Directors of the Union and other appropriate subsidiary companies (where eligible in company law), having legal responsibility for its services.