

# Role Description for Postgraduate Research Officer

<b>Job Title</b>	<b>Postgraduate Research Officer</b>
<b>Location</b>	<b>University of Leicester Students' Union, LE1 7RH</b>
<b>Salary</b>	<b>£12 an hour plus Holiday Pay – 7 hours a week for up to 35 weeks of the Academic Year</b>
<b>Role Purpose</b>	<ul style="list-style-type: none"><li>• To represent the needs and opinions of Postgraduate Research students to the Executive and to the University where necessary.</li><li>• Run appropriate campaigns and events specific to Postgraduate Research students.</li></ul>

## Welcome to 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

- Represent the interests of all Postgraduate Research students.
- Encourage the engagement of all Postgraduate Research students with the Leicester Students' Union.
- Coordinate campaigns for Postgraduate Research students'.
- Regularly talk and listen to Postgraduate Research students of the University of Leicester.
- Complete the engagement circle by ensuring all activity and outcomes are fed back to Postgraduate Research students.
- Be responsible for communication with Postgraduate Research students.
- Maintain and promote Union policies to Postgraduate Research students.
- To attend Academic Council meetings.

## General

All Part Time-Officers will: -

- Be a representative of student views to the University and to external bodies.
- Support the Union on priority campaigns.
- Regularly talk and listen to the specific demographics of membership of the Leicester Students' Union.
- Complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- Work in collaboration as appropriate with the Executive and other Part-Time Officers.
- Maintain and promote Union policies.
- Attend relevant Council meetings and regular Part-Time Officer Team meetings.