

Job Description

JOB TITLE: Academic Representation Coordinator

Responsible to: Head of Voice

Salary: AberSU Coordinator grade presently £22,000 - £26,000

Hours: Full time, to be worked flexibly in negotiation with line manager

Date of writing: January 2023

PURPOSE OF ROLE

To ensure that the Students' Union is supporting and empowering student academic representatives to have a strong voice that shapes their educational Experience. To support and enable student representation, in particular through the course level representation scheme. To be an active outreach member of staff that is proactive in going out to talk to students about their experiences and views.

DUTIES AND RESPONSIBILITIES

Academic Representation

- To monitor, record and report outputs and impacts from the academic representation scheme.
- To ensure the opportunities and impacts of the academic representation scheme are communicated broadly amongst members to promote awareness and scrutiny.
- To track and highlight current student Academic Representative experiences, views and impacts.
- To report themes and recurring issues of concern raised by the academic representatives to the Academic Officer and relevant team members.
- To work in partnership with SU and AU colleagues to develop and deliver a consistent, engaging and impactful system of course-level representation.
- To work with AberSU and AU colleagues to ensure the AU systems, policies and processes are effective and supportive of high-quality student academic representation, for mutual benefit.
- To work with AberSU officers and staff to link the student academic representation outcomes and data with Officer priorities and actions.
- To support AberSU officers to raise representations regarding academic representation matters, including those arrived at by NSS data.
- To promote the principle of partnership between students and academics in the provision of a high-quality education.
- Facilitate, share and implement good and innovative practice in the area of liberation.
- Support students to mobilise and campaign on the issues that matter to them.

Representative Training & Support

- Working with key colleagues, to plan, prepare and support delivery of an annual cycle of induction and training for all new elected Academic Representatives on all relevant areas of business and to develop Rep skills.
- To link Academic Representatives into relevant political and development opportunities provided by NUS and other key partners, including attendance at conferences and training events.
- Pro-actively reach out to and work with Academic Representatives to ensure a dynamic and thriving Rep community at AberSU.
- To support academic representatives in responding to real-time issues and matters of concern/interest that arise during their tenure.

Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

