

The Falmouth & Exeter Students' Union Student Council

SU PGR Officer (Exeter)

Role Descriptor



SU PGR Officer (Exeter)

Short Description:

You will be working with SU Presidents, SU staff, and the Exeter student rep system, to make improvements to the academic experience of Exeter research postgraduates.

Status:	Part-Time Officer
Elected:	By secret ballot by all Falmouth and Exeter students
Term of Office:	1 Academic Year
Accountable to:	The student body via SU Board of Trustees, SU Student Council, Annual General Meeting and Union General Meetings
Member of/attends:	SU Student Council (twice a term Manifesto Update with President, Exeter (twice a term, at least once with SU Student Voice staff member) Other groups or meetings as appropriate and mandated
Hours:	As the role requires and can be flexible dependent on studies.
Remuneration:	This is a voluntary role, however, out of pocket expenses will be paid where appropriate.

Role Summary:

- To represent and campaign on Exeter's Post Grad Research student learning experience
- To work closely with the SU President Exeter, other SU academic officers, the student rep system, and SU Student Voice staff, to strengthen academic representation within SU.

Responsibilities:

1. To attend all meetings as required by the role;
2. To co-chair the Exeter Post-Graduate Forum
3. To attend other relevant meetings and make contact with appropriate colleagues within Exeter University and Falmouth Exeter Plus as well as external organisations where appropriate;
4. To liaise with postgraduate research students across the University of Exeter Cornwall Campuses to find out their issues;
5. To work with SU colleagues in developing relations with the Students' Guild and student reps based at other Exeter campuses;
6. To work with SU colleagues to deliver on agreed SU priorities regarding postgraduate research representation;
7. To campaign and involve PGR students in improving the postgraduate research student experience;
8. To raise awareness of postgraduate research representation and promote the academic rep elections for both student reps and subject chairs in Cornwall for postgraduate students;
9. To promote and take part in the SU Awards as well as the Students' Guild/Students' Union Teaching Awards;
10. To represent PGR students when working with the SU to submit proposals for relevant activity to enhance this area of SU's work;
11. To manage and report on any budgets received in line with SU procedures;
12. To liaise with, support and be involved with relevant SU societies;

General Duties:

1. To undertake training as required to fulfil your role;
2. To conduct yourself appropriately as a public representative of students and SU.
3. To make yourself known to the students you represent;
4. To effectively communicate information and plans with relevant members of the SU team;
5. Ensure that SU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
6. Carry out duties within the scope of the role as set out in the SU Constitution & By-laws or as mandated by the SU Board of Trustees, SU Student Council, Referenda and General Meetings;
7. To regularly provide a written report to the SU Student Council on duties undertaken;
8. To promote SU and student involvement in line with SU branding and marketing guidelines;
9. To deliver a handover for your successor;

Key Contacts

- SU President Exeter (Mentor)
- SU Postgraduate Education Officer (Exeter)
- SU Open Officer (Exeter)
- SU Postgraduate Taught Officer (Exeter)
- Student Voice Team