

# The Falmouth & Exeter Students' Union Student Council

SU PGT Officer (Exeter)  
Role Descriptor



# SU PGT 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 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 Meetings 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 Taught 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 report news, updates and/or issues from the Exeter Post-Graduate Forum to the Student Council and report from the Student Council to 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 students across the University of Exeter Cornwall Campuses to find out their issues;
5. To report to the Subject Chair Working Group with issues that are raised by postgraduate students relating to education, with evidence to report to the meeting.
6. To work with SU colleagues in developing relations with the Students' Guild and student reps based at other Exeter campuses;
7. To work with SU colleagues to deliver on agreed SU priorities regarding postgraduate representation;
8. To consult with postgraduate students on academic issues such as teaching quality, feedback, teaching and learning developments, timetabling, placements;
9. To campaign and involve students in improving the postgraduate student experience;
10. To raise awareness of postgraduate academic representation and promote the academic rep elections for both student reps and subject chairs/college chairs in Cornwall for postgraduate students;
11. To promote and take part in the SU Awards as well as the Students' Guild Teaching Awards;
12. To represent PGT students when working with the SU to submit proposals for relevant activity together to enhance this area of SU's work;
13. To manage and report on any budgets received in line with SU procedures;
14. To liaise with, support and be involved with relevant SU societies;
15. To maintain an awareness of and encourage student involvement in NUS postgraduate student campaigns and other regional, national and international campaigns of relevant to postgraduate students where appropriate;
16. To input into the planning and delivery of the next Welcome Week programme, particularly regarding postgraduate activities and issues;

#### 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 Education Officer (UG Exeter)
- SU Education Officer (PG Exeter)
- SU PGR Officer (Exeter)
- Student Voice Team