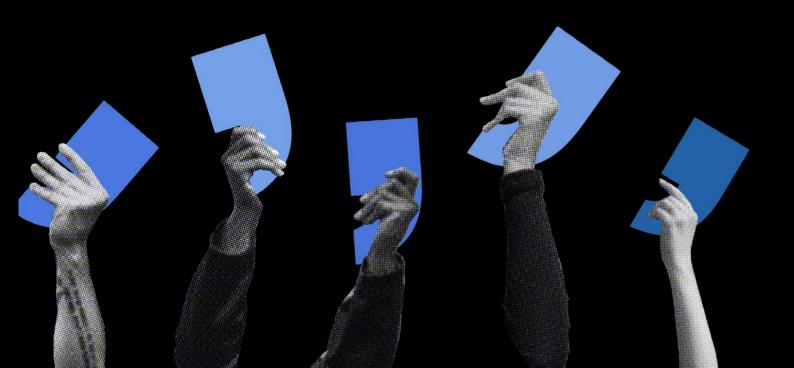
The Falmouth & Exeter Students' Union Student Council

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;
- 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