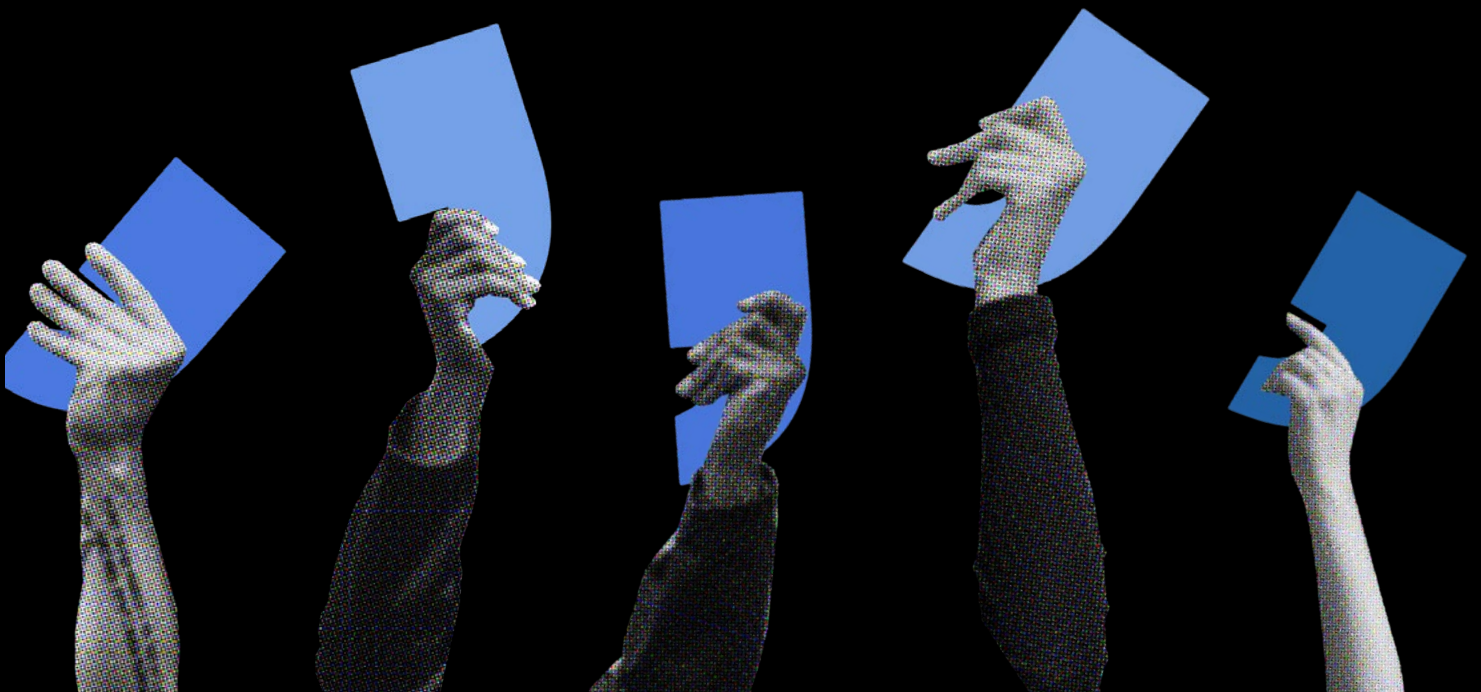


The Falmouth & Exeter Students' Union Student Council

SU PGT Officer (Falmouth)

Role Descriptor



SU PGT Officer (Falmouth)

Short Description:

You will be working with SU Presidents, SU staff, and the Falmouth student rep system, to make improvements to the experience of all Falmouth postgraduate taught students.

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) 1:1 with SU President Falmouth (twice termly) Regular Updates with SU Student Voice staff 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 the student learning experience within Falmouth University;
- To work closely with the SU President Falmouth, SU academic officers, the student rep system, and the SU Student Voice Team.

Responsibilities:

1. To attend all meetings as required by the role;
2. To maintain an awareness of and encourage student involvement in NUS academic campaigns and other regional, national and international campaigns of relevance to students where appropriate;
3. Chair termly SU (Postgraduate) Department Rep Working Group, ensuring balanced representation for all academic departments at Falmouth University.
4. Represent the postgraduate taught academic experience within SU's Student Council through informed discussion at Department Rep Working Group and feedback to the group following Student Council meetings.
5. Ensure any issues / ideas are properly researched, evidenced and communicated in a professional and proactive manner.
6. Raise common academic issues/ideas in the first place with SU President Falmouth and seek to resolve/ implement these quickly and informally wherever possible.
7. Collaborate with fellow SU Education Officers to identify key trends for escalation to Academic Board.
8. Monitor progress of issues/ideas raised through regular communication with SU President Falmouth.
9. Keep SU (Postgraduate) Department Reps updated on the progress of their feedback for dissemination to SU Course Reps and the wider student community.
10. To campaign and involve students in improving the student learning experience;
11. Aid in the delivery of SU Priorities relating to academic and postgraduate experience in partnership with SU President Falmouth and the SU Student Voice Team.
12. Establish and develop positive and effective communication channels with key contacts, as listed below.
13. 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 Falmouth (Mentor)
- SU (Postgraduate) Department Reps
- SU Education Officers
- SU Student Voice Team
- SU Postgraduate Society
- Deputy Vice Chancellor (Academic)