

Postgraduate Taught Faculty Rep

This opportunity profile is designed to give you an idea of what your role as Postgraduate Taught Faculty Representative will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

<p>Role: Postgraduate Taught Faculty Representative</p>	<p>Department: The SU</p>
<p>Duties and Responsibilities:</p> <p>Attend Boards of Studies and represent views of Academic Representatives and students within the Faculty/School.</p> <p>Attend appropriate sub-committees of the Boards of Studies: Faculty/School Learning, Teaching & Quality Committee within Faculty/School and represent views of Academic Representatives and students within the Faculty/School.</p> <p>Attend appropriate briefings and debriefings with The SU prior to and after each of the above committee meetings.</p> <p>Attend Academic Executive Committee meetings every two weeks to discuss issues raised at Academic Council. You will also report back on Faculty/School issues.</p> <p>Attend Taught Academic Council and chair and/or facilitate at Faculty wide Academic Council sessions were required.</p> <p>Liaise with Academic Representatives within the Faculty/School to support, inform and represent issues raised at departmental level, and gather opinion through regular meetings, emails or other forms of communication.</p> <p>Regularly liaise with the SU Education Officer and SU Staff on issues raised.</p> <p>Lead and support running of Academic campaigns and research throughout the year.</p> <p>Attend and support Academic Reps Conference, including running a networking session for Academic Reps from your Faculty/School with other Faculty Reps.</p> <p>Complete Academic Exec/Faculty Rep training as required.</p>	<p>Time Commitment:</p> <p>Board of Studies, Faculty/School Learning, Teaching & Quality Committee (approx. 1 per month of each meeting, meetings last between 1 and 3 hours each).</p> <p>Briefings and debriefings for each of the above committees (1 hour each).</p> <p>Academic Executive Committee meetings (approx 10 per year), Taught Academic Council (once every three weeks – approximately 8 per year).</p> <p>In addition, time also should be set aside to liaise with Academic Representatives, Faculty/School staff members, SU Education Officer, SU Postgraduate Officer and other SU elected officers as well as relevant SU staff.</p> <hr/> <p>Venue:</p> <p>No single venue.</p> <hr/> <p>Supported by:</p> <p>SU Education Officer, Academic Representation Co-ordinators, Engagement & Quality Co-ordinator, Representation and Engagement Manager, SU Postgraduate Officer.</p>
<p>Opportunity:</p> <p>* Oversee effective Academic Representation within Faculty/School. Each Faculty/School has 1 PGT Faculty Rep.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> • Training provided • Enhances employability • Represent the interests of a large group at a Faculty/School level. • Work with a diverse group of colleagues • Develop a depth of understanding of relevant issues • Develop the confidence and skills to achieve your goals.
<p>Training and support:</p> <p>Faculty Representative/Academic Exec Training via Moodle and Academic Reps' Conference in addition to support from your Department/Faculty/School and The SU.</p>	

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication	✓	Time Management	✓	I.T.	✓
Delegation	✓	People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	✓

Others (as specified below):

Meeting skills, paper management, structural knowledge

For further info contact:

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