

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.

Role: Post Graduate Taught Academic Representative

Department: Academic Representation
(within the Students' Union)

Duties and Responsibilities:

- Attend BoS & F(S)LTQC and represent views of academic reps and students within Faculty/School.
- Attend briefings and debriefings with the Students' Union before and after Boards of Studies or Faculty/School Learning, Teaching & Quality Committee.
- Attend Academic Executive Committee meetings and feedback and discuss Faculty/School issues.
- Attend Taught Academic Council and facilitate Faculty/School forums.
- 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.
- Regularly liaise with the Students' Union Education Officer and Students' Union Staff on issues raised.
- Support running of Academic campaigns and research throughout the year.
- Attend and support Academic Reps Conference.
- Attend training.

Time Commitment:

- Board of Studies or Faculty/School Learning, Teaching & Quality Committee (approx. 1 per month on Wednesday afternoons) + 1 hour briefing and 1 hour debriefing for each meeting.
- Academic Executive Committee meetings every two weeks.
- Academic Council/Faculty forum (once every three weeks).
- In addition, time also should be set aside to liaise with Academic Reps, Faculty/School staff members, Students' Union Education Officer and other Student Union elected officials as well as relevant Student's Union.

Supported by:

SU Education Officer, Academic Representation Co-ordinator, Engagement Manager, SU Postgraduate Officer.

Opportunity:

- ★ Oversee effective Academic Representation within Faculty/School
- ★ Each Faculty/School has 1 PGT Faculty Rep.

Benefits:

- ★ Training provided to enhance CV.
- ★ Attend award ceremony.
- ★ Represent the interests of a large group at a Faculty/School level.
- ★ Work with a diverse group of colleagues.
- ★ Develop an understanding of HE issues.
- ★ Develop the confidence and skills to achieve your goals.
- ★ Working with senior partners.
- ★ Boost employability by improving key skills.

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

Training and support:

Academic Representative training, ongoing support from Department and the Students' Union.

For further info contact:

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academicreps@bath.ac.uk

Website:

www.bathstudent.com/academicreps