

Education Officer

All SU Officers

SU Officers share the following responsibilities with the independent and co-opted trustees:

- Ensuring the SU has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the SU and for its behaviour
- Ensuring the SU complies with all legal and regulatory requirements
- Acting as guardians of SU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that the SU's governance is of the highest possible standard ¹

However, the SU Officer, as Trustees elected by the Members of the SU are also charged with ensuring that the views of the student body are researched and represented. All Officers also actively work to promote the values of democracy, diversity and equality of opportunity as well as ethical and environmental values amongst the student population.

Education Officer

The Education Officer is principally charged with the academic representation, primarily to the University, but to other relevant bodies as well. He or she coordinates the academic representation system and works closely with the Community Officer on the strategic development of academic and welfare services.

The Education Officer will actively monitor higher education issues on the local and national scale and will attend University meetings to represent students' views on such issues. S/he will liaise regularly with other SU Officers, senior University staff, Union departments and University departments in order to recognise and respond to emerging educational needs for students of the University of Bath.

S/he will also support the Academic Executive in order to develop academic support services and academic representation at a departmental and faculty level, and represent individual students in academic reviews.

Portfolio responsibilities

Key Accountability	Performance Indicator
<i>General SU Officer Responsibilities</i>	
Ensure that the Membership's views are researched and represented.	High satisfaction levels from membership and low levels of complaints.

¹ BUSU's Bye-Law 6, Trustee Roles and Responsibilities

Key Accountability	Performance Indicator
Ensure the SU's representational goals are effectively formulated and progressed and that representational and political issues are regularly reviewed by the SU Officer team	Actions and impacts regularly updated against the plan. High satisfaction levels from membership
Ensure efficient and effective communication takes place between SU Officers and all areas of the SU	General awareness of SU activities amongst staff and SU Officers. Positive relationship between SU Officers, staff and the Membership
Ensure that the SU's Values are communicated and promoted throughout the SU and its Membership	Membership and all staff respected and have respect for others. Values of the SU are understood, respected, promoted and are reflected in the behaviour of SU Officers, staff and the Membership
Support effective representation at faculty level through attending meetings for the relevant faculty and liaising with the Education Officer and faculty reps	Awareness of faculty specific issues. Routine attendance at relevant committees (BoS, FLTQC)
Providing individual student support/representation in disciplinary and academic appeal processes, working with the Education and Community Officers as appropriate	Positive feedback from Members
Uphold, develop and maintain Ethical and Environmental standards in the SU	High ethical and environmental standards
<i>Role Specific Responsibilities</i>	
Monitor higher education issues on a local and national scale	Good knowledge of current issues and trends in higher education
Input into and representation of students' views of current University education projects, policy-making and issues	Awareness of relevant issues, with ability to comment and campaign when required Informed input into University education projects, policy-making and issues Attendance at SU briefings
Regularly liaise with relevant University officials and departments (e.g. Learning and Teaching Enhancement Office, Pro-Vice Chancellor (Learning & Teaching), Registry etc) and attend relevant academic based	Awareness of relevant issues, with ability to comment and campaign when required Good working relationship between the University and the SU

Key Accountability	Performance Indicator
committee meetings (e.g. Learning & Teaching, Quality Assurance Committee, Senate etc)	High attendance levels and minutes that show the contribution and impact made on University decision and policy making
Co-ordinate and support the Academic Representation system across the University, including ensuring the smooth running of the Academic Rep elections and chairing Taught Academic Council jointly with the Postgraduate Officer	High participation in Academic Rep elections Good level of attendance at Academic Council Academic reps are well informed and aware of relevant issues
Support Academic Executive in order to develop academic representation and support services and academic representation at a Faculty level	Committed, motivated members of Academic Executive, with high attendance levels Faculty representatives who effectively represent students at Faculty Board of Studies meetings
Work with the Postgraduate Officer to support postgraduate student representation and the PGA Executive	High levels of postgraduate student involvement Awareness of current issues with ability to comment and campaign when required
Ensure that Members studying at Learning Partnership Organisations (LPOs) are effectively represented	LPO Members aware of the services and representation available to them. LPO Members engaged with the academic representation system.
Lead on providing student support/representation in academic reviews. Undertake individual casework with regards to academic issues	Appeals procedures followed Positive feedback from Members
Work with the Community Officer, Advice & Community Manager and Research & Representation Manager to ensure the development of the Academic and Advice services	Academic and Advice services strategy regularly reviewed and updated twice a year – once in August/September and again in February/March