

**Postgraduate 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 <sup>1</sup>

However, the SU Officers, 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.

**Postgraduate Officer**

The Postgraduate Officer is a new role, approved in January 2016. He or she will take specific responsibility for representing postgraduate students. In the first year, the postholder will be responsible for developing the role and the job description will be reviewed at the end of this year. The postholder will be responsible for engaging with all postgraduates and researching the issues which challenge them. S/he will represent postgraduates across the University, to senior management, in committees and more widely. S/he will work with the other SU Officers and with the Postgraduate Association and its executive committee, to improve the offer to postgraduates and increase participation.

**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.
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

<sup>1</sup> The SU’s Bye-Law 6, Trustee Roles and Responsibilities

Key Accountability	Performance Indicator
<p>Ensure efficient and effective communication takes place between SU Officers and all areas of the SU</p>	<p>General awareness of SU activities amongst staff and SU Officers.</p> <p>Positive relationship between SU Officers, staff and the Membership</p>
<p>Ensure that the SU's Values are communicated and promoted throughout the SU and its Membership</p>	<p>Membership and all staff respected and have respect for others.</p> <p>Values of the SU are understood, respected, promoted and are reflected in the behaviour of SU Officers, staff and the Membership</p>
<p>Support effective representation at faculty level through attending meetings for the relevant faculty and liaising with the Education Officer and faculty reps</p>	<p>Awareness of faculty specific issues. Routine attendance at relevant committees (BoS, FLTQC)</p>
<p>Providing individual student support/representation in disciplinary and academic appeal processes, working with the Education and Community Officers as appropriate</p>	<p>Positive feedback from Members</p>
<p>Uphold, develop and maintain Ethical and Environmental standards in the SU</p>	<p>High ethical and environmental standards</p>
<i>Role Specific</i>	
<p>Responsible for representing all aspects of the postgraduate student experience and acting as the principal contact for all Postgraduate students in the Students' Union.</p>	<p>High engagement levels with all groups of Postgraduate students</p>
<p>Work with the Education Officer on taught postgraduate academic issues, lead on research postgraduate academic issues, and develop the two Postgraduate Staff Student Liaison Committee Annual Report Overviews.</p>	<p>Awareness of relevant issues, with ability to comment and campaign when required.</p>
<p>Collaborate with the Education Officer to facilitate the academic representation system for Postgraduate students including leading Research Academic Council and jointly co-chairing Taught Academic Council with the Education Officer</p>	<p>High participation in academic representative elections.</p> <p>Academic representatives are well informed and aware of relevant issues.</p>

Key Accountability	Performance Indicator
	Taught and Research Academic Council used to gather evidence for Union activities.
With the SU President, oversee and monitor the development of appropriate strategies, within the context of the SU's overall Plan, in order to ensure the needs and interests of postgraduate students are effectively addressed.	Appropriate strategies and plans developed indicating the intended outcomes and performance indicators  Strategies developed as part of the SU's current strategic plan.
Monitor issues on a local, national and international level that affect Postgraduate students and ensure that relevant issues are raised and represented at appropriate meetings and forums.	Strong knowledge of current issues and trends in higher education.
Regularly liaise with relevant University management (e.g. Pro Vice Chancellor Research and International, Associate Deans Research and Graduate Schools, Graduate School Managers etc.) to ensure strong and effective working relationships.	Evidence of a good working relationship between the University and the SU.  Contribution and impact made on University decision and policy making.
Regularly liaise with relevant University departments (e.g. Centre for Learning and Teaching, Graduate Schools, Doctoral College, Research Innovation and Skills, Registry etc.) to ensure strong and effective working relationships.	Evidence of a good working relationship between the University and the SU.  Contribution and impact made on departmental decision and policy making.
Regularly attend relevant University committees (e.g. University Research Students Committee, Boards of Studies, and Faculty Research Students Committee etc.)	High and regular attendance levels. Contribution and impact made on University decision and policy making.
Working either with or independent of the Education Officer, take responsibility for engagement with the University on the development of postgraduate specific strategies, covering education and the wider student experience.	Awareness of relevant issues, with ability to comment and give informed input into University projects.
Support and develop the Postgraduate Association and its Executive Committee.	Committed, motivated members of the Postgraduate Association Executive Committee, with high attendance levels at Exec meetings.
Work with the Postgraduate Association and its Executive Committee to develop and support the postgraduate community.	High levels of postgraduate student involvement and satisfaction

Key Accountability	Performance Indicator
	Involvement of PGA Exec in campaigns and outreach efforts.
Work with the Postgraduate Association Executive Committee to organise PG Forums as well as other Postgraduate social and representational activities.	High levels of postgraduate student involvement and satisfaction (measured by SOS, PTES and PRES, as well as participation data for key events). Acknowledgement of wide range of interests and backgrounds
Advise and support the Officer team to develop postgraduate specific opportunities in their areas and ensure Postgraduates are easily able to participate in student groups and activities.	High levels of postgraduate student involvement and satisfaction.  Frequent meetings with the Officer team to advise them on Postgraduate events and engagement.
Advise and collaborate with the Community Officer and International Students Association and its Executive Committee to represent International Postgraduate students effectively.	High levels of involvement with International Postgraduate students  Joint events between the PGA and ISA