

Officer Review Panel Report

Name:	Jiani Zhou
Office:	Postgraduate Officer
Review period:	19/11/2018 to 19/02/2019

Effective Behaviours framework (Self-Evaluation) (Max 500words)

Managing own workload; making effective use of time through planning ahead for activities, campaigns and tasks. Saying no to activities that do not fit with The SUs priorities. I did well in the Refresh Week PG events planning with the PGA. We pinned down the events we would like to hold before Christmas and this gave us enough time to think about logistics.

Demonstrating an awareness of own strengths and weaknesses (and seeking help and support where required), emotions and limitations. I think I am very good at this in that I would actively seek advice from SU staff members.

Maintaining a healthy work/life balance. After work I try to distract myself by doing some sport like table tennis and would go to some Bath Active PG sessions.

Champions the organisation and its mission. I was invited to the student panel at the University's PG Virtual Open Day and I acted as an ambassador for The SU.

Acting with professionalism with regard to your environment and those within it. I believe that I behave in a professional way and remain positive when I am at work.

Working as a team with the SU officers, execs, groups and staff. The Officer Team has planned "Chat and Change" ("Union on Tour") together.

Collaborating across areas, supporting & promoting others activities. We had more collaborations with societies and sport clubs. I have also actively promoted for them, like the Volleyball Club, Mountaineering Club, Kickboxing Club, RAG, etc.

Keeping SU officers, execs/groups and staff updated on key issues. I would keep my team updated at team meetings.

Representing the views of individual students, groups and the wider student body accurately and appropriately. I supported a student in a disciplinary. I supported groups and the wider student body by representing them in different committees.

Invites, listens and respects others views. I believe this is something I am good at and this was reflected in my NUS SU Officer 360 peer review.

Building relationships around an issue, creating allies for a cause. I believe that The SU and UCU maintains a good working relationship at the moment and we work together on the PGWT

Recognising others contribution to the achievement of objectives. We do this through talking about our highlights or proud moment at our team meeting.

Laying the foundations for work in future years or building on the work of previous years, understanding the role of legacy. I pushed for a Bath Active PG Timetable. A lot of work has been done in the PGWT working group. A new Doctoral Office Space working group will be set up following the Doctoral Student Voice Report I submitted to UDSC. Work around these areas should be able to continue.

Feeding back from meetings or on contentious issues to relevant people. I would talk to SU staff or Officers about what happened in the meetings at the debriefs.

Making sure there are opportunities for students to be able to find you in your office. The location of my office is written on my social media and I also hold regular surgery sessions.

Effective Behaviours framework (Peer-Evaluation)

Positive Behaviours

Jiani is excellent at her job. She is passionate and engaged in her work. She is always well prepared for meetings and takes a keen interest in issues regarding postgrads. She has done

very well in supporting her executive committee and is very good with communicating with students. It is very easy to contact her when her help is required. She is on time and polite with her people she meets. She keeps people updated about her work and about matters of interest to postgrads. Overall, it's a real pleasure to have an officer like her.

Behaviours that could be improved

It is hard to find flaws in her work. The last time I had mentioned that she needs to delegate some more to free up some of her time. She has done that quite well since then so that's another positive!

Targets set at the Previous Review Panel Meeting (19/11/2018)

- 1) To complete the Doctorial Office work space survey.
- 2) To help increase postgraduate student involvement in societies and sport.

Review Panel Meeting (19/02/2019)

QUESTION: The Review Panel asked Jiani what projects they have worked on since the last review panel meeting?

ANSWER: Jiani report on the various projects they had been a part of since the last meeting. They in particular noted their work in trying to get the Doctorial College to consider having SU input into their doctorial strategy. Jiani reported completed doctorial work survey last target.

QUESTION: The Review Panel asked Jiani if they had a clear idea of what the Doctoral College aims are for the next five years?

ANSWER: Jiani explained they knew that their aims were for next few years but not for the next five years. They also noted that current Doctorial College structures are not the most representative.

QUESTION: The Review Panel asked Jiani what progress they had made on the targets set in the previous review panel meeting?

ANSWER: Jiani reported they had completed the Doctorial Office work space survey. They also explained the work they had done so far to increase postgraduate student involvement in societies and sports. However, they noted that they felt there was still more work that could be done in this area.

QUESTION: The Review Panel asked Jiani if they had spoken to the Sports Officer about clubs offering more activities for postgraduate students over the summer?

ANSWER: Jiani noted they hadn't but that this was a good idea that they would definitely follow up on.

QUESTION: The Review Panel asked why casual contracts were important to postgraduate students?

ANSWER: Jiani explained that postgraduate students wanted changes to their casual contracts to give them more staff protection.

QUESTION: The Review Panel asked Jiani if they get much feedback from postgraduates students on their work?

ANSWER: Jiani reported that they do not get much feedback.

QUESTION: The Review Panel asked Jiani how they use social media to promote their work/successes to students?

ANSWER: Jiani explained that they give regular updates at doctorial academic councils on which meets monthly. They also noted that they had previously sent round a newsletter at the beginning of the year too.

Targets for the next three months
<ol style="list-style-type: none">1) To continue to work on increasing postgraduate student involvement in societies and sport.2) To investigate the possibility of sport clubs offering more activities over the summer for postgraduates students.