# Role Descriptor

Department Rep

**Become the lead representative within your department, leading on collaborating with Academic Reps to provide effective feedback to enhance the quality of learning and teaching at Bath. You will work closely with departmental staff to develop targeted and sustained change for students.**

## **Duties and Responsibilities**

1. **Champion the Student Voice**
   * Proactively collect and represent relevant, actionable feedback from students to support meaningful improvements in learning and teaching.
   * Use accessible and inclusive methods to engage with all students, particularly those from marginalised or underrepresented communities.
2. **Foster Constructive Relationships**
   * Liaise regularly with academic staff to promote a culture where student feedback is valued and acted upon.
   * Transparently communicate how feedback has been addressed, ensuring students are informed of outcomes and changes.
3. **Lead and Empower Reps**
   * Chair Student Staff Liaison Committee (SSLC) meetings, facilitating productive discussions and empowering fellow Reps to turn feedback into tangible actions.
   * Attend Department Learning and Teaching Quality Committee meetings to advocate for student perspectives at a strategic level.
   * Act as a mentor for Reps within your department, signposting them to appropriate services and advising on potential actions.
4. **Collaborate Across the Student Community**
   * Work closely with other student leaders within your department (e.g., society committees, Peer Mentors, PAL Leaders) to strengthen community, belonging, and engagement at all levels.
5. **Collaborate on Broader Academic Issues**
   * Engage with Faculty Reps through Faculty Forums to address wider academic matters affecting multiple departments.
   * Work with Faculty Reps and SU Officers to address wider academic matters affecting students.
6. **Engage in Training & Support**
   * Participate in a required training session provided by the Students’ Union to prepare for your role.
   * Attend check ins with the SU to request support and evaluate progress.
7. **Uphold Professional Conduct**
   * Treat all individuals at SU Bath and the University with respect and consideration.
   * Maintain confidentiality within the scope of your role.
   * If unable to attend Rep meetings or engagements, provide input in advance or send apologies and updates to ensure continuity.
8. **Ensure Continuity of Representation**
   * Notify the Postgraduate Officer, Education Officer, or SU Voice Team promptly if you are unable to continue in your role, so a replacement can be arranged.
9. **Be Accountable**
   * Understand that failure to meet these responsibilities may result in a discussion with the SU Voice Team regarding your continuation in the role

## Skills Development Opportunities

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| Confidence | X | Organisation/Planning X |
| Decision making |  | Communication X |
| Teamwork | X | People management X |
| Time management | X | Problem Solving X |