

Student Leader Role Profile

Academic Representative (PGT)



As an Academic Reps you are the key link between Academic Staff and students. You will be taking the student voice straight to academic staff to discuss action and change to improve the student academic experience.

Duties and Responsibilities

- Gather and represent student feedback clearly, constructively, and evidence-based, distinguishing personal views from collective feedback.
- Support informal resolution of academic issues by engaging proactively with relevant staff.
- Attend SSLC meetings and contribute effectively.
- Collaborate on wider academic issues with Department Reps and SU Officers.
- Complete required SU training and engage in optional development opportunities where possible.
- Act professionally and responsibly, maintaining respect, confidentiality, and clear communication if unable to attend meetings.
- Ensure continuity and accountability by notifying the SU if unable to continue in the role, understanding responsibilities are monitored.

As a Student Leader, we require you to embrace EDI (Equality, Diversity and Inclusion) good practice. This includes offering events that are inclusive, varied and student centred, taking into consideration locations, access needs, timings, and refreshments so that you are aiming to make your events accessible to all. This also relates to general practice within your role, from meetings, representation and interaction with students in your group. We want every student to be able to participate and be communicated with in a positive, non-judgemental way allowing their best authentic selves to shine.

Useful Previous Experience/Skills

- ✓ Ability to gather, summarise, and represent feedback fairly and accurately
- ✓ Strong communication skills, including listening and clear written and verbal reporting
- ✓ Confidence working collaboratively with peers, staff, or in meeting environments
- ✓ Organised, reliable, and professional, with respect for confidentiality.

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Why become a Rep?

- ✓ Represent student voices and influence the academic experience
- ✓ Help raise and resolve academic issues affecting your cohort
- ✓ Develop transferable skills such as communication, leadership, and advocacy
- ✓ Gain experience in meetings and working with staff and the Students' Union
- ✓ Make a meaningful contribution to your department and student community.

Key Time Commitments

- Training Requirements – Minimum 2 online trainings modules.
- Meetings – Student-Staff Liaison Committee meetings (4 to 6 per year), SU PGT Rep Roundtables (2 per year)
- Feedback Activities – 5-10 hours per month

We are here to help you so please do contact SU Voice for support at su-voice@bath.ac.uk.

Skills you will develop in this role:

Commercial Awareness		Creativity	
Decision Making	✓	Delegation	
Financial Management		I.T. Skills	
Initiative	✓	Leadership	✓
Marketing		Negotiation	✓
Organisation/ Planning	✓	People Management	
Problem Solving	✓	Public Speaking	✓
Teamwork	✓	Time Management	✓
Verbal Communication	✓	Written Communication	✓