



Birmingham City Students' Union

VP Academic Experience Job Description

Principal purpose of job:	Learning and teaching experience Figurehead of Student Voice Assistants Education policy Board of Governors representative
Location and times of work:	Main place of work; City Centre and City South with the expectation to work and visit other campuses, regularly
Responsible to:	All BCU students with reporting to Scrutiny Group

Specific Duties:

1. Learning and teaching experience

- a. To be the lead Officer on all matters related to learning and teaching experience
- b. To sit on key University committees related to learning and teaching experience, such as ASQEC
- c. To ensure the voice of students drives work linked to learning and teaching experience
- d. To involve other Officers and staff members in work on learning and teaching experience

2. Figurehead of Student Voice Assistants

- a. To work closely with relevant BCUSU staff on all policy research with a particular focus on academic quality
- b. To work closely with relevant BCUSU staff on the gathering of student views through the team of Student Voice Assistants
- c. To initiate research into key matters and create informed policy and, where appropriate, ensure all policy is passed through student governance structures

3. Education Policy

- a. To be the lead Officer on all education policy
- b. To keep up to date with trends and developments in Higher Education
- c. To run education-based campaigns for students across all campuses
- d. To lead on education policy ensuring it is based on student feedback and, where appropriate, ensuring policy is passed through governance structures

4. Board of Governors Representative

- a. To represent the views and needs of BCU students at all University Board of Governors Meetings and other committees as agreed or invited

Collective duties of the Executive Officers:

- a. Executive Officers who are a trustee of BCUSU will fulfil all duties and responsibilities of a Trustee as laid out in the Memorandum and Articles of Association and relevant company and charity law
- b. To be responsible for ensuring that BCUSU is administered in accordance with its Memorandum and Articles of Association, the associated Bye-laws, and all current law as it relates to students' unions, charities and companies
- c. To promote the Purpose, Vision, Aims and Objectives of BCUSU, and in particular their own areas of activity, and to engage students from every campus of BCU
- d. All actions and decisions made as a Director remain valid for life, in law, the Board of Trustees may be held responsible for decisions made whilst in office, if ever they arise in the future
- e. To work as a member of the Executive Committee on all relevant campaigns of BCUSU as determined by the Student Advisory Panel, where applicable
- f. To promote, defend and extend the rights of student members
- g. To ensure BCUSU's membership are kept up to date on the actions of the Executive Committee
- h. To fulfil their role as outlined in the Executive Officer role descriptions and to support, where appropriate, other student representatives in the fulfilment of their roles
- i. The Executive Committee will have due regard to the matters contained in the Equality Act 2010 and ensure BCUSU has up to date Equality & Diversity policies, representing disadvantaged and minority groups in all areas of student life, ensuring that they are able to play as full a role as they wish, without fear of harassment or discrimination. The Executive Committee are expected to challenge behaviour and actions which do not support our aim to be fully inclusive
- j. To steer the work of the Senior Management Team to ensure BCUSU works for students
- k. To act fairly and reasonably in the making of any decision
- l. To act as a spokesperson for BCUSU
- m. The Executive Committee are to act in the best interests of BCUSU and to not seek any personal gain from the term of office
- n. To be a cheque signatory for BCUSU
- o. The Executive Committee are to report back on all activities undertaken to the Student Advisory Panel and Scrutiny Group, and the rest of the Executive Committee as required
- p. The Executive Committee to liaise regularly with their designated key contact
- q. The Executive Committee to produce plans for the effective handover of duties to the incoming Executive Committee
- r. Ensure the employability and future prospects of all BCU students is enhanced through the work of BCUSU