

School Representative Role Description

Principal purpose of job:	<p>Coordinate, communicate with, and support the Course Reps in their Department and School</p> <p>Work with senior staff to enact change and contribute to the life of the School.</p> <p>Liaise with BCUSU about their role as School Rep and engage with events, campaigns, and initiatives to boost Student Voice across the University</p>
Location and times of work:	<p>You will be based at the Campuses relevant to your Faculty and Department, and are expected to spend around 16 hours per month performing the various duties related to your role.</p>
Salary:	<p>£700 annual bursary dispensed in two £350 instalments, subject to acceptable submissions of progress reports in December and April.</p>
Responsible to:	<p>Head of School, Associate Dean (Student Learning Experience and Academic Quality), Faculty Activities and Representation Coordinator, Vice President Student Voice, Department Student Success Adviser.</p>
Responsible for:	<p>Course Reps for your Department and School</p>

Minimum Expectations:

- Communicate with Course Reps to collect School-wide feedback.
- Attend School Learning Teaching Academic Quality Committees and other relevant meetings.
- Build relationships with Heads of Schools and Associate Deans.
- Feedback the progress on issues to the wider student body, mainly through the use of Course Reps.
- Regularly update and manage the Teams Feedback planner for their faculty.
- Liaise with BCUSU about their work as a School Rep and complete training.
- Engage with the Ideas Board where appropriate.
- Complete two School Rep Reports.
- Attend School Rep Forums and communicate successes and issues with VP Student Voice.

Specific Duties:

- 1. Coordinate, communicate with, and support Course Reps**
 - a) To support the process of recruiting and training of Course Reps
 - b) To regularly consult with the Course Reps from Courses within their School, discussing feedback from these Courses.
 - c) To instigate and arrange consultation opportunities for Course Reps.
 - d) To ensure Course Reps are uploading feedback to the relevant Faculty Teams Feedback Board correctly and as frequently as necessary.
 - e) To feedback relevant updates from meetings and the outcomes of discussions to the Course Reps.
 - f) To act as the first point of contact for staff issues regarding Course Reps under their remit and engage with disciplinary processes as required.

- 2. Attend and engage with relevant and required meetings**
 - a) To attend University and Students' Union led meetings, acting as a representative for your School and the Students' Union, such as:
 - i. Faculty Learning Teaching Assessment Quality Committee
 - ii. School Learning Teaching Assessment Quality Committee
 - iii. Course Feedback Forums
 - iv. Student Voice Council
 - v. School Rep Forums
 - vi. Other meetings as appropriate related to current issues with student feedback, Higher Education, or the student experience.
 - b) To prepare and deliver student feedback from the Faculty Teams Feedback Board in meetings.
 - c) To form part of the Student Voice Council Working Group, working with relevant University and BCUSU staff to arrange and develop the Student Voice Council.
 - d) To work with key staff members in meetings to discuss and develop resolutions to student feedback issues.

- 3. Engage and communicate with key Faculty staff about their role**
 - a) To build good working relationships with key members of staff to foster an open communicative environment for student feedback.
 - b) To regularly communicate with staff to discuss resolutions to student issues.
 - c) To work with the Head of School, School Office, and Student Success Advisers to develop events and initiatives that benefit the students in the School.
 - d) To identify and share best practices throughout the School to improve the student experience.

- 4. Engage and communicate with the Students' Union about their role**
 - a) To regularly attend meetings with Vice President Student Voice and Vice President Academic Experience to discuss their role and student experience.
 - b) To escalate student feedback issues to Vice President Student Voice and Vice President Academic Experience where further intervention is required.
 - c) To ensure all relevant training is completed and required documentation submitted (ie. School Rep Report).
 - d) To liaise with the Activities and Representation Team and Vice President Student Voice about updates and improvements to the Student Representation System.

Person Specification:

Desirable Attributes
To be able to act in a polite, friendly and helpful manner
To communicate opinions and feedback of students with an unbiased approach
To display the highest standards of honesty and integrity at all times
To display the highest standards of punctuality
To have an understanding of BCUSU and its services
To have an understanding of University student support services
To have an understanding of the relevant University Faculty and Department
To be able to work as part of a diverse team
To be confident in engaging with new people
To be able to use own initiative on a regular basis
To be passionate about advocating for the rights of others
To be passionate about Birmingham City University