

The Falmouth & Exeter Students' Union Student Council

SU PGR Officer (Falmouth)

Role Descriptor



SU PGR Officer (Falmouth)

Short Description:

You will be working with SU Presidents, SU staff, and the Falmouth student rep system, to make improvements to the experience of all Falmouth postgraduate research students.

Status:	Part-Time Officer
Elected:	By secret ballot by all Falmouth and Exeter students
Term of Office:	1 Academic Year
Accountable to:	The student body via SU Board of Trustees, SU Student Council, Annual General Meeting and Union General Meetings
Member of/attends:	SU Student Council (twice a term) 1:1 with SU President Falmouth (twice termly) Regular Updates with SU Student Voice staff Other groups or meetings as appropriate and mandated
Hours:	As the role requires and can be flexible dependent on studies.
Remuneration:	This is a voluntary role, however, out of pocket expenses will be paid where appropriate.

Role Summary:

- To represent and campaign on the postgraduate research (PhD) experience within Falmouth University;
- To work closely with the SU President Falmouth, SU academic officers, the student rep system, and the SU Student Voice Team.

Responsibilities:

1. To attend all meetings as required by the role;
2. To maintain an awareness of and encourage student involvement in NUS academic campaigns and other regional, national and international campaigns of relevance to students where appropriate;
3. To find out the academic opinions of the postgraduate research students across the Falmouth University represented on a regular basis, including any examples of excellent academic practice;
4. To represent these opinions at all meetings as noted above;
5. To feed back the outcomes of any meetings to the represented students;
6. Enhance the academic representation of Postgraduate research (PhD) students in collaboration with the SU Student Voice team.
7. To represent student views and experience when working with the SU to build a PhD social infrastructure in collaboration with the Post-Graduate society and the SU Student Voice team
8. Utilise SU's media channels to raise visibility of the PhD community at Falmouth.
9. To attend other relevant meetings and make contact with appropriate colleagues within Falmouth and Falmouth Exeter Plus as well as external organisations where appropriate;
10. To liaise with postgraduate students across Falmouth University;
11. To work with SU colleagues to deliver on agreed SU priorities regarding education and academic representation;
12. To consult with postgraduate students on academic issues such as teaching quality, feedback, teaching and learning developments, timetabling, placements;
13. To liaise with, support and be involved with relevant SU societies;

General Duties:

1. To undertake training as required to fulfil your role;
2. To conduct yourself appropriately as a public representative of students and SU.
3. To make yourself known to the students you represent;
4. To effectively communicate information and plans with relevant members of the SU team;
5. Ensure that SU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
6. Carry out duties within the scope of the role as set out in the SU Constitution & By-laws or as mandated by the SU Board of Trustees, SU Student Council, Referenda and General Meetings;
7. To regularly provide a written report to the SU Student Council on duties undertaken;
8. To promote SU and student involvement in line with SU branding and marketing guidelines;
9. To deliver a handover for your successor;

Key Contacts

- SU President Falmouth (Mentor)
- SU (Postgraduate) Department Reps
- SU Education Officers
- SU Student Voice Team
- SU Postgraduate Society
- Deputy Vice Chancellor (Academic)