



# Academic Representation Officer

2021/2022

# WELCOME

The University of Portsmouth Students' Union exists for one simple reason: to have a positive impact with EVERY Portsmouth student.

As a registered charity with a turnover of approximately £1.6m, we employ nearly 40 permanent staff and over 50 student staff, delivering a range of activities focusing on our Charitable Aims of Representation, Welfare and Development.

The organisation is led by five elected student Officers; Democracy & Campaigns, Learning Experience, Academic Representation, Development and Welfare.

Those who are successfully elected by their fellow students serve full-time in their role for one academic year – either as a '*sabbatical*' period (taking a break from their studies), or after completing their studies. In so doing, Officers receive a full salary during their time in office as employees of the Students' Union.

# RESPONSIBILITIES

**Every Officer has the same overall responsibilities that they must fulfil:**

## **1. As an Officer**

Acting as a leader and representative of students. This involves working closely with the University to make sure they make decisions in the best interests of students, informed by student feedback and opinions and by sector best practice. Officers will be expected to Listen and Act on the Student voice throughout their year in office.

## **2. As a Trustee and or Director:**

Sitting as a member of the Union's Board of Trustees (with one Officer sitting as Chair of the Board of Trustees), which oversees the strategic direction, financial stability and legal/reputational risks of the organisation. Officers may also be required to be Directors of the Portsmouth Students' Union Trading (**PSUT**) Company Limited overseeing agreed financial targets and future development.

**In addition, each Officer role carries different role specific responsibilities.**

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## **AS AN OFFICER:**

- Represent student views to the Students' Union, University and external stakeholders.
- Contribute to, and influence the University's strategy, delivery and decision making both through committee activity and more informal meetings with key staff. This ensures that student interests are effectively represented.
- Act as the key representative link for one University Faculty and at least one Student Network and one student community (which will be assigned when in post.)
- Work closely with the other Officers on priority campaigns and activity.
- Lead and facilitate student engagement with Democratic Committees and Zones, and to support the relevant Have Your Say Campaigns and the Student Council.
- Provide support for and help organise student-led campaigns.
- Proactively support the Union's work to have impact with students across the entire UoP community.

## **AS A TRUSTEE:**

- Act to protect the Union against reputational, financial and legal risk
- Ensure the Students' Union has a focussed strategy and is delivering against agreed aims.

- Ensure the financial stability and sustainability of the organisation.
- Ensure the organisation complies with its constitution, relevant charity law, and other pieces of legislation such as the Education Act 1994.

### **AS ACADEMIC REPRESENTATION OFFICER:**

- Be the Primary Representative for ensuring that UPSU provides, facilitates and undertakes the effective Academic Representation of students in partnership with the University.
- Be the lead representative for the Course Rep scheme, including oversight of training, development and increasing engagement
- Support and provide guidance to Course Reps with their issues, ideas and campaigns
- Liaise with the University of Portsmouth to continuously improve and strengthen the Course Rep scheme
- Be the lead representative for supporting the Faculty Networks and Faculty Reps
- Oversee and support UPSU Advice Service representation processes and initiatives
- Ensure that the UoP committee structures allows for effective student representation
- Lead and deliver Campaigns that continuously improve and strengthen Academic Representation within the Union and the UoP
- Work in partnership with the Learning Experience Officer, to represent the Students' Union on matters regarding education to the University and other external bodies
- Support the Learning Experience Officer, to capture student feedback and insights and act on this where required

### **Notes:**

- In addition to responsibilities as elected officers, all Officers are employees of the Union:
  - All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
  - All employees are individually and collectively responsible for working to the Union's values.
  - The Union operates an Agile working culture which will require employees to work outside their role remit to deliver student impact projects.
- The nature of the post will, at times, require additional commitment over and above normal office hours. Payment for these hours is incorporated in the salary offered.
- This job description does not form part of your contract of employment.

**Candidate's declaration**

I have read the above job description and agree to undertake the role as described, and be held to account should I be successfully elected.

I understand that employment in this post is dependent upon my elected status, membership of the Union and student status at the University of Portsmouth.

Name:

Signed:

Date: