

# Job Description

**Job Title:** Postgraduate Research (PGR) Faculty Officer

**Rate of Pay:**  £12.00 per hour/70 hours per annum

**Responsible to:** Democracy and Representation Coordinator

**Responsible for:** None

**Job purpose:** The role of a Postgraduate Research (PGR) Faculty Officer exists to provide student representation at a Faculty and Division level, offering strategic input within academic faculties, and play a key coordinating role in improving the Postgraduate Research student experience across the University.

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| PGR Faculty Officers have a number of different activities to fulfil their role. These are detailed below:**Meetings*** Attend initial induction training with the Students’ Union and University
* Attend monthly Division and Faculty Officer meetings with the Union
* Attend regular meetings with your Faculty’s Director of Postgraduate Research
* Attend Faculty Research and Doctoral Committees
* Attend Education Zone and General Meetings
* Attend other meetings and committees devoted to the PGR Student Experience when required

**Areas of Work*** Collaborate with your Faculty and Students’ Union to promote PGR student engagement within your Academic Faculty and across the University.
* Where applicable, oversee the work of Academic Representatives within your division, helping foster communication and escalation of any recurring issues to the appropriate person.
* Work in partnership with your Faculty’s PGR Director to improve and strategically develop the PGR student experience.
* Promote mechanisms to improve Learning, Teaching and the PGR Student Experience (such as the Postgraduate Research Experience Survey).
* Contribute to the organisation of Academic and Postgraduate Research Events, e.g. Research Conferences and Learning & Teaching Conferences.
* Develop at least one student-led project during your time in post.
* Undertake appropriate division and faculty projects to strategically improve the PGR experience and develop at least one student-led event during your time in post.
* When necessary, Division and Faculty Officers will be asked to participate as Student Reviewers in Learning and Teaching Reviews for academic Faculties/Divisions.

**Visa Restrictions**It is important to note that some applicants for the role will hold a visa and that certain visas have restrictions on the number of hours you can work each week. As the role of Postgraduate Faculty Officer is an appointed position with remuneration, the hours worked within this role will contribute to the hours your visa permits you to work and it is the individual’s responsibility to ensure you do not exceed your maximum working allowance. |
| **Relationships****Internal:*** Democracy and Representation Coordinator
* Vice President Education
* Undergraduate Division Officers and Academic Representatives
* Union Staff
* Volunteer Officers

**External:*** University of Stirling Division and Faculty staff
* National Union of Students (NUS)

**General*** Comply with Health & Safety requirements;
* To carry out any other appropriate duties which may be considered necessary by the Democracy and Representation Coordinator and/or Vice President Education;
* To abide by the Policies and Constitution of the Union;
* To ensure that any and all data is stored, accessed and used in line with relevant Data Protection Legislation;
* To demonstrate a commitment to the Union’s Equality, Diversity & Inclusion Policy;
* To demonstrate a commitment to the Union’s Sustainability Policy;
* To contribute to the development and delivery of the targets outlined in the Union’s strategic plan;
* To attend meetings, training and conferences where necessary;
* To demonstrate a commitment to continuous professional development;
* To portray the Union in a positive approachable manner at all times;
* Have an understanding of colleague’s roles and responsibilities and signpost as required;
* To be aware of and support all Union activities/campaigns/events.
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**Notes**

The hours for this post will be 70 per annum. PGR Faculty Officers will be required to work independently, and it will therefore be necessary to keep an accurate record of their working hours. This will have to be reported to the Democracy and Representation Coordinator and Vice President Education monthly.

This job description is correct as of 24th April 2024 and shall be updated as and when required. It should not be regarded as exhaustive or exclusive and duties may change from time to time.

## **PERSON SPECIFICATION**

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| **Element** | **Criteria** | **Essential (E) or Desirable (D)** |
| Communication | Able to breakdown and communicate complex issues in an easily understandable way | E |
| Confident in communicating and working in partnership with a wide range of individuals and groups | E |
| Able to utilise a number of different means of communication, including social media, to engage with students. | E |
| Able to use negotiation and compromise to secure a positive outcome for students | D |
| Change-Driven | Able to evaluate and identify potential improvements to learning, teaching and the PGR student experience | E |
| Confident in using problem-solving techniques to identify potential solutions to emerging issues | E |
| Able to work individually, and with others, to implement improvements to learning, teaching and the student experience.  | E |
| Organisation | Strong time management and organisation skills. | E |
| Able to manage multiple priorities and commitments to deliver to agreed deadlines | E |
| Able to lead and coordinate groups of individuals | D |
| Awareness | Has a basic understanding of some of the issues impacting students within Higher Education  | E |
| Is driven to grow knowledge and understanding within this area | D |
| Previous experience of student representation i.e. Academic Rep, or similar role | D |

### **VALUES AND ETHICS - ESSENTIAL**

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| **Essential**  |
| Desire to work within an organisation with a diverse membership. |
| Desire to work within a democratic student-led environment. |
| Understanding and commitment to Equality, Diversity and Inclusion. |