

Department Representative Description

Key Relationships: RSU Student Voice Coordinator & Vice President Education, Programme Representatives, Student Engagement team and academic department L&T leads.

Purpose of the role: The post holder will act as the link between the Programme Reps and the Department, be the lead student representative of the Department and drive student engagement.

Duties & Responsibilities:

- Arrange and chair Departmental Rep Forums once a term.
- Communicate with Programme Reps via email and on social media to keep them up to date with the latest issues and news in their Department, as well as Rep Forum dates.
- Attend Programme Boards, Departmental Learning Teaching and Quality ([D]LTQG) Group meetings, Student Senate, and any other meetings required by the Department.
- Lead, mentor and support Programme Reps throughout the academic year
- Promote and encourage student participation in surveys, such as module evaluations, RSU surveys, and the National Student Survey (NSS).
- Attend one Programme Validation Panel.

Expectations:

- Be the lead student representative for the department at allocated meetings.
- Work with the department on local student engagement projects.
- Organise socials for Programme Reps.
- Commit to the role for a minimum of 2 hours per week.
- Commit to operate in a sustainable way, ensuring the role has a minimal environmental impact.

Benefits:

- An opportunity to improve and shape the student experience for programmes at UoR and an opportunity to represent students at a departmental level.
- An opportunity to shape the way the RSU works and influence university policy and procedures by working closely with the RSU officer, staff team, student engagement, academic and professional services staff.
- Opportunity to be nominated for 'Department Rep of the Year' award as part of the RSU Awards.
- All Department Reps will receive a thorough induction as well as a Department Rep hoodie.
- Upon completing duties outlined in the role to a satisfactory standard, receive an Honorarium from the university and a written reference.

Training & Support:

- All Department Reps will undergo extra training and development with the VP Education, RSU staff and the Student Engagement team.
- All Department Reps will receive ongoing support from UoR staff and RSU in order to be fully effective within their roles.

Skills you can develop	
Written Communication	X
Verbal Communication	X
Delegation	X
Decision Making	X
People Management	X
Negotiation	X
Leadership	X
Teamwork	X
Time Management	X
Financial Management	
I.T.	
Organisation/Planning	X
Marketing	
Problem Solving	X