

President Faculty of Arts, Humanities and Business Job Description

Elected: via online secret ballot

Purpose

The President Faculty of Arts Humanities and Business focuses on improving the experience of students within the Faculty and represents their views across the Faculty and wider University. Working closely with fellow Presidents, the role will work to improve both the academic and student experience for students at the University of Plymouth. Working collaboratively with students and staff in both the Students' Union and University, the role will contribute to improved engagement with students and secure positive student-led change.

What would I be responsible for?

- Engaging with and listening to the views of students, receiving their feedback in a variety of in-person and digital formats.
- Presenting student feedback to effectively influence positive change in relation to the academic and university experience of students. Whether this be in relation to operational practice, the creation or development of policies, strategy or research.
- Representing under-represented student groups by proactively seeking their feedback, involving them in shaping initiatives and advocating for them, where necessary.
- Working within the Faculty to ensure students' views are considered when making decisions on all key teaching and learning matters, ensuring that the diversity of the student body is taken into account.
- Ensuring that the opportunities for students' voices to be heard are meaningful, valued and acted upon within relevant Schools, the Faculty and University.
- Empowering and supporting relevant School and Course Representatives to create positive changes to the academic experience of students and championing their impact.
- Driving communication between the Faculty, wider University, Students' Union and student body to build a culture of collaboration and united community.
- Representing students on specific University meetings, committees, groups and boards.
- Acting as a spokesperson and ambassador for the Students' Union alongside the wider representative team. Promoting the value of the Union and its positive impact for students.
- Lobbying the University on relevant issues, shaping positive change on behalf of students.
- Working in partnership with students, the Union and the University to deliver academic engagement initiatives.

As part of the Sabbatical Officer team, you will:

- Work together to strengthen and advance the aims of the Students' Union and improve the student experience.
- Bring the views from your Faculty and work collaboratively to improve and support student wellbeing across the University.
- Identify members within the team to take the lead on delivering specific wellbeing initiatives working with students, Union staff and the University.
- Identify areas where students need their voices enhanced and supported outside of academic structures to help improve their experience.
- Work with student groups to promote the importance of their work and help support and develop them to help create a sense of belonging in our student community.
- Work collaboratively to support and promote student led Networks and student led activities.
- Work collaboratively to represent those students studying a University of Plymouth course at UK partner institutions.

To achieve this, you will:

- Connect with, and regularly meet, representatives within your Faculty and present a balanced view based on feedback.
- Engage with underrepresented and hard-to-reach students, actively seeking out minority voices and taking every opportunity to represent them.
- Attend Faculty and School level meetings as required, such as committees and boards.
- Maintain strong ongoing relationships with your Faculty Dean and other key contacts and provide regular input about what is working well and what could be improved.
- Work in partnership with staff within relevant Schools, the Faculty, Union and University to co-create solutions and positive developments that will benefit students.
- Work closely with other Presidents to influence policy decisions and deliver initiatives
- Ensure that positive changes are logged, recognised and celebrated.

Meetings where you may be expected to represent the views of students:

- University Senate
- University Teaching and Learning Quality Committee and any sub-committees
- Faculty Teaching and Learning Quality Committee and any sub-committees
- Student Success Committee or equivalent
- School Teaching and Learning Quality Committee
- Student Wellbeing and Engagement Group
- School meetings
- University disciplinary panels
- Meetings with senior university staff
- Union Leadership meetings
- UPSU Board meetings and relevant sub committees

As a Trustee you will:

- Work with, monitor and support the delivery of the UPSU Strategic Plan
- Work in accordance and spirit of the Code of Conduct for Sabbatical Officers.

- Be a Trustee of the UPSU, responsible for the strategic development of the organisation and its financial, legal and reputational health.
- Attend all Board of Trustee meetings and to consider information and advice presented at these meetings when working on strategic development.
- Attend training events where appropriate
- Attend Sub-Committees as required.

General

- To understand and uphold the Vision, Mission and Values of the organisation and ensure that these guide and inform the work and conduct of the post holder. UPSU has a democratic decision-making process and the post holder must always respect this when carrying out their duties.
- To keep UPSU's strategic plan in mind at all times, aligning all work efforts with the plan.
- To be knowledgeable of the UPSU Articles of Association and Bye-Laws, as they apply to this post, including any legal requirements.
- To work in accordance with all UPSU policies and procedures, including Health and Safety, Staffing Protocols, Financial Procedures and the UPSU Equal Opportunities Policy.
- To undertake duties from time to time as requested by the Union Senior Management that may be reasonably considered within the scope of the post.
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post.
- To attend all Staff Development Days and training as required. Flexibility in working hours may be required to accommodate this.
- To contribute to the positive image of the Union with students, the University, stakeholders and the local community.
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the Students' Union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience.

A typical day may look like:

A day in the life of the President Faculty of Arts, Humanities and Business involves interacting with people at all levels – from students to academic staff, Union staff, to the senior University staff. A typical day might involve connecting with student reps in your Faculty to hear their feedback and decide what issues you need to take to a higher level; meeting with University leaders to discuss key challenges and developments. Creating communication content celebrating the achievements of student reps; working on an awareness-raising campaign about wellbeing or student communities; or working in partnership with the rest of your President team to co-create solutions and positive developments that will benefit students.

Personal Specification

	Nomination Criteria	Essential	Desirable
Education			
1.	Current student registered student at the University of Plymouth in 23/24 academic year.	✓	
2.	Current student within the Faculty of NAME	✓	
Experience			
3.	Previous experience within a student representative or leadership role		✓
4.	Previous experience of advocating for others and helping to make positive change		✓
Skills			
5.	Ability to work well as part of a team and individually	✓	
6.	Ability to work under pressure and prioritise effectively	✓	
7.	Excellent interpersonal skills and the ability to interactive with a diverse range of people	✓	
8.	Excellent written and verbal communication skills	✓	
9.	Ability to motivate and inspire others and support them to thrive		✓
Personal qualities			
10.	Hard working and reliable, with a strong work ethic	✓	
11.	Professional and driven approach to work	✓	
12.	Flexible, adaptable and calm under pressure	✓	
13.	High standards of honesty and integrity	✓	
14.	Open and receptive to new information	✓	
15.	Confident in dealing with a diverse range of people	✓	
16.	Commitment to diversity, equality & liberation and a willingness to learn about issues affecting marginalised students' academic experience.	✓	