



## Role Description

<b>Job Title</b>	<b>Education Officer</b>
<b>Location</b>	<b>University of Leicester Students' Union, LE1 7RH</b>
<b>Salary</b>	<b>£19,000</b>
<b>Reports To</b>	<b>Students</b>
<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>• Promote the academic interest of students in University policy meetings</li> <li>• Work to develop the Academic Representation system</li> <li>• Be the main point of contact for Course Representatives</li> </ul>

### Welcome to the Executive Team within the Students' Union!

The Students' Union is an independent, democratic organisation and a charity that represents students' best interests while studying at the University of Leicester.

Students decide who will run and lead the Union so elections provide the chance to be part of something big, have some fun, and shape the Students' Union.

### Executive Officers (Officer Trustees)

A Trustee of the Charity and a Director as required:

#### General

- All Executive Officers have a responsibility to ensure under-represented groups are represented in each of their assigned remits, as well as within the University community, ensuring their student experience is exceptional and advocating any issues that may be important to that group.
- Oversee and develop the Union's representational and democratic structures and systems to ensure as wide as possible student involvement.
- Monitor and propose provision of equal opportunities to students, promote and campaign for equal opportunities within the Union and the wider community.

## Representation

- To be representatives of student views to the University and to external bodies.
- To regularly talk and listen to the entire membership of the Union.
- To complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- To be responsible for communication of the work of the Executive team to the entire membership of the Union.
- To show an active engagement in all activities of other Officers/Representatives.
- To promote and abide by the Union's motto of "an innovative Union that empowers students to deliver change".
- To ensure that the Union enhances the student experience and effects real change to students' lives via effective representation and campaigning.

## Trustee

- To act as Trustees of the Union, ensuring that all of its services are relevant with positive effects on students.
- To abide by the Trustees' Code of Conduct.
- To abide by the laws of the United Kingdom and by the Union's Constitution.
- To promote the purpose, vision, aims and objectives of the Union.
- To actively commit to reducing the environmental impact of the Union, whilst highlighting the best ethical practice.
- To carry out all duties with due regard to Health and Safety, Customer Care and Equal Opportunities Policies.
- To be Directors of the Union and other appropriate subsidiary companies (where eligible in company law), having legal responsibility for its services.

## Main Duties and Responsibilities

- To be the primary Union representative and point of contact on all academic and educational issues to ensure students get the highest quality teaching, assessment and feedback.
- To coordinate and develop the course representative system, including College and Department Representatives.

- To oversee and develop the Union's educational services and policies and ensure that the relevant activities are undertaken to help improve the quality of education provided to students by the University.
- To oversee the progress and development of the personal tutor system, including training and resources, and updating signposting document alongside the Wellbeing Officer.
- To act as principal liaison to Union support services, including the Education Unit.
- To liaise with Union Support Services on academic policy matters.
- To be the primary student representative on academic quality assurance: programme approval panels, periodic development reviews etc.
- To responsibility for the Superstar Award.