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| <b>Post:</b>           | Academic Rep Co-ordinator   |
| <b>Department:</b>     | Representation and Advice Department  |
| <b>Responsible to:</b> | Student Voice Team Leader   |
| <b>Hours of Work:</b>  | 35 hours per week, normally 9am to 5pm Monday to Friday. You may choose to opt into the Flexi-Time Policy and work from home at least one day per week.<br><br>The post holder will be required at times to work flexibly to meet organisational need.  |
| <b>Pay:</b>            | AP2, £26,942 per year.  |
| <b>Based:</b>          | Glasgow Campus, 70 Cowcaddens Road, Glasgow, G4 OBA   |
| <b>Purpose:</b>        | The purpose of this post is to enhance the student experience at GCU through supporting and coordinating the operations of academic reps, ensuring their ability to effectively advocate for their peers and improve the overall student learning experience and lead on the Teaching Awards. |

## 1. Job Description

- a) To assist academic schools and support departments in the recruitment, promotion, organisation of interviews and/or election of academic reps and work to ensure that all positions are filled.
- b) Assist in maintaining an academic rep database, MS Teams Group and keep an updated list of academic reps on our website.
- c) Develop and deliver annual programme of learning and development activities for all academic reps.
- d) Serve as the primary contact for academic reps, providing guidance and support to address their issues or concerns.
- e) Encourage and facilitate peer-to-peer mentoring and support within the academic rep community, such as on MS Teams.
- f) To work with the GCU Quality Assurance and Enhancement to ensure academic reps are actively involved in all aspects of internal and external review processes.
- g) To arrange and co-ordinate specific events, workshops and forums (in partnership with various university departments and student organisations), for academic reps to network and for the development of student learning experience policy.
- h) To proactively investigate quality assurance and enhancement and learning and teaching issues in Higher Education and develop and deliver student friendly briefings and resources to be used by academic reps and Full Time Officers

- i) To provide guidance and support to the Full Time Officers on engaging with students, academic reps and staff on the specific student learning experience within each academic school.
- j) Analyse specific programme, school and university survey results and identify key issues in relation to the student learning experience utilising the data to coordinate and support academic campaigns and initiatives.
- k) Read and analyse specific university papers and deliver briefings and debriefings to academic reps and Full Time Officers prior to university committee meetings and for the formulation of policy documents and papers for academic committees.
- l) Work with university staff and other stakeholders to continually improve the support and GCU policy for working with academic reps.
- m) Establish and communicate the impact of academic reps at GCU.
- n) To coordinate the annual Teaching Awards and celebrate its success within the GCU community.
- o) To liaise with the academic schools to arrange and deliver interactive Students' Association induction seminars being mindful of different modes of study.
- p) To develop academic reps as individuals by encouraging them to complete the Student Leaders Programme.
- q) When required, to assist in all aspects of organisational governance, specifically supporting Student Voice Sub Committees through arranging meetings, setting and distributing agendas and paperwork and recording minutes.

## **2. General**

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To be responsible for all administration required for the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To support programmes and projects run within the Department and wider Students' Association projects such as elections, accreditations, sustainability, community engagement, annual award and recognition events, Full Time Officer induction, volunteer training conference and freshers.
- e) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Student Voice Team Leader or Chief Executive.
- f) To update the Association website and GCU Learn, as and when necessary.

- g) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- h) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- i) To attend any meetings as and when requested and produce reports as required.
- j) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- k) To portray the Students' Association in a positive, proactive and professional manner.
- l) To undertake personal and professional development activities as agreed by the Chief Executive.

**Responsible to:**

- The Student Voice Team Leader for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

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| <b>Person Specification:</b><br><b>Academic Rep Co-ordinator</b>                  | <b>E</b> | <b>D</b> | <b>Tested By</b> |
| <b>QUALIFICATIONS</b>   |          |          |                  |
| Educated to degree level or equivalent relevant experience                        | ✓        |          | AF/E             |
| <b>KNOWLEDGE AND EXPERIENCE</b>   |          |          |                  |
| Experience of being a student rep or volunteer                                    | ✓        |          | AF/I             |
| Experience of supporting student reps or volunteers                               |          | ✓        | AF/I             |
| Knowledge of quality assurance and enhancement in Higher Education                |          | ✓        | AF/I             |
| Knowledge of issues affecting the student learning experience                     |          | ✓        | AF/I             |
| Experience of working effectively independently and as part of a team             | ✓        |          | AF/I             |
| Experience of project work  | ✓        |          | AF/I             |
| Experience of conducting research   |          | ✓        | AF/I             |
| Experience of report writing  | ✓        |          | AF/I             |
| Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel) | ✓        |          | AF/I             |
| Experience of delivering training   |          | ✓        | AF/I             |
| Experience of interpreting statistical information                                |          | ✓        | AF/I             |
| Experience of organising events   |          | ✓        | AF/I             |
| <b>SKILLS AND ABILITIES</b>   |          |          |                  |
| Ability to work with minimum supervision in a busy environment to meet deadlines  | ✓        |          | AF/I             |
| Student (member, client or customer) focused                                      | ✓        |          | AF/I             |
| Excellent people skills   | ✓        |          | AF/I             |
| Strong problem-solving and conflict resolution skills                             |          |          |                  |
| Ability to use your own initiative  | ✓        |          | AF/I             |
| Adaptable and flexible in modifying work in order to achieve the best results     | ✓        |          | AF/I             |
| Excellent verbal and written communications to a wide range of people             | ✓        |          | AF/I             |
| Pays attention to detail and produces work to a high standard                     | ✓        |          | AF/I             |
| Understanding and commitment to equality and diversity                            | ✓        |          | AF/I             |
| Desire to work within a democratic student led environment                        | ✓        |          | AF/I             |

**AF** Application Form

**I** Interview

**T** Test

**E** Evidence

March 2025