SABBATICAL:

**POSTGRADUATE OFFICER**

**Term of Office**
- The Postgraduate Officers term of office commences from 1st September until 31st August inclusive. Two weeks training will take place in July.

**Sabbatical Responsibilities:**

- Be the primary representative of student views to the University, local, regional and national bodies.
- Act as Trustees of the SU, ensuring all Union services and functions are relevant and have a positive impact on students.
- Regularly and proactively talk to all demographic groups of students.
- Feedback regularly and proactively to students about outcomes and impact of representation activity.
- Responsible for ensuring communication from entire Sabbatical team to membership.
- Act collectively and take collective responsibility.
- Abide by the Trustees Code of Conduct.
- Be accountable for manifesto pledges.
- Work within the law and Warwick SU’s governing documents.
- Enact Governing documents, By-Laws and Policy.
- Work to embed community integration across the University community.
- Work to embed Warwick SU’s values (democratic, independent, ethical, fun, informative, enriching and accessible).
- Ensure personal awareness of all other Sabbatical Officer’ activities.
- Provides student input by working with staff to ensure all services meet the needs of students.
- Be involved in the delivery of significant organisational activities such as Freshers’ period, Open Days etc.
- Work collaboratively with staff to deliver the SU’s Charitable objectives.
- Commit to reducing the Students’ Union environmental impact and promote environment and ethical good practice.
- All duties to be carried out with due regard to the ‘Organisational’ policies on Health and Safety, Customer Care and Equal Opportunities.

**Individual Responsibilities:**

- Chair of the Postgraduate Association.
- Lead Officer on postgraduate academic issues.
- Liaison with the Board of Graduate Studies and the Graduate School.
- Responsible for gathering feedback and data on Union and University service provision for Postgraduate and Lifelong Learning students (including 2+2 students).
• Collaborate with other officers on postgraduate feedback relevant to their portfolios.
• Represent constituent student needs to the University.
• Ensure Union service provision is adequate for Postgraduates and Lifelong Learning students, considering all commercial and membership activities.
• Prime responsibility for campaigns relevant to Postgraduate and Lifelong Learning communities.
• Lead on Postgraduate Taught Experience Survey and Postgraduate Research Experience Survey.
• Work with the Education Officer on Postgraduate academic related issues to ensure consistent approach to representation across the institution.
• Working on further widening access and participation for all students in Education at Warwick University, including the lead officer for the Inspire programme.
• Lead officer in negotiating the annual OFFA (Office of Fair Access) Access Agreement.
• Responsible for the effective coordination of the Postgraduate Student-Staff Liaison Committees (SSLC).

**Union Committee/Bodies:**

- Board of Trustees
- Sabbatical Director to SUSW Board
- Postgraduate Association (Chair)
- Education Convention
- International Students Association
- Membership Performance Review
- Commercial Performance Review
- Sabbatical Meetings
- Student Council

**University Committee/Bodies:**

- Board of Graduate Studies
- Academic Quality and Standards Committee
- Senate
- PG SSLC Coordinator
- Research Committee
- Resources SSLC
- Students’ Union and University Liaison Group
- Widening Participation Working Group
- Other ad hoc working groups set up during any given year

**External Bodies**

- The Aldwych Group