

## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Full Time Officer – Vice President Education
<b>RESPONSIBLE TO:</b>	President
<b>RESPONSIBLE FOR:</b>	No line management responsibility
<b>WORKS CLOSELY WITH:</b>	All Full Time Officers, WSU colleagues, Boards, Committees, University of Warwick

### **MAIN PURPOSE FOR JOB**

- Represent students' views to the University, as well as local, regional, and national organisations.
- Serve as a Trustee of the Students' Union, ensuring its services and activities are meaningful and positively impact students.
- Uphold the mission, aims, governing documents, by-laws, regulations, and policies of Warwick Students' Union.
- Collaborate with SU colleagues to ensure services are tailored to meet students' needs.
- Ensure the SU operates primarily for students' benefit while adhering to legal and financial guidelines

### **MAIN DUTIES / RESPONSIBILITIES**

- Serve as the primary representative of student views to the University, as well as to local, regional, and national bodies. Participate in various committees within the Union and University.
- Trustee of Warwick Students' Union, with responsibilities that include:
  - Collaborating with the Chief Executive and senior staff to ensure Warwick SU has a clear vision and strategy aligned with its values and member needs.
  - Scrutinising financial actions, ensuring sound management and ensuring sound financial governance.
  - Monitoring and evaluating SU performance against targets, ensuring focus on its strategic vision and goals.
  - Participating in recruitment panels for WSU and the University of Warwick.
  - Ensuring compliance with good governance principles in finance, employment, and legal matters, following guidance from relevant bodies.
  - Managing and implementing projects aligned with strategic plans and Union policies.
- Report regularly to Union Meetings on individual responsibilities and activities, while proactively engaging with all student demographics through emails, meetings, newsletters, and forums.

- Provide feedback to students and the President on the outcomes and impact of representation activities via forums, councils, and scrutiny panels. *(Note: This may need operational guidance to ensure consistency.)*
- Collaborate as part of a senior leadership team, taking collective responsibility for decisions and outcomes.
- Abide by the Trustees Code of Conduct in all areas of work.
- Be accountable for manifesto pledges and individual priorities, clearly communicating progress during scrutiny panels.
- Operate within the law and Warwick SU's governing documents, interpreting and enacting By-Laws and policy effectively.
- Promote community integration across the University, fostering a sense of belonging through initiatives such as fairs, Welcome Week, and SU cultural events.
- Embed Warwick SU's core values - democratic, independent, enriching, student-focused, and welcoming - across manifesto pledges, collective priorities, and within both individual and team goals/objectives.
- Embed and demonstrate Colleague Values – Inclusive, Responsible, Adaptable, Collaborative, Problem Solvers and Supportive
- Stay informed of other officers' activities through weekly catch-ups and Executive Committee Meetings.
- Provide student-focused input by collaborating with SU colleagues to ensure Union services meet the needs of students.
- Actively participate in key organisational events, such as Welcome Week, Open Days, and Executive Training.
- Collaborate with SU colleagues to deliver on the Union's charitable objectives.
- Commit to sustainability, reducing the Union's environmental impact while promoting ethical and sustainable practices.
- Perform all duties in line with all organisational policies including Health and Safety, Customer Care, Inclusion and Belonging and employment.
- Participate in University disciplinary panels, including reviewing case details, questioning involved parties, and determining sanctions for proven cases.
- Collaborate with the Learning & Development (L&D) team to create and follow personal development plans, taking ownership of personal growth through initiatives like EVOLVE.

- Represent the student body and Warwick SU at RGSU and NUS events, engaging and building key relationships with other SUs to share best practices across the sector.
- Participate in key University events, including January and Summer graduation ceremonies, as well as official dinners.
- Prepare for and attend SU council and board meetings by reviewing reports and contributing to discussions.

## **INDIVIDUAL RESPONSIBILITIES**

- Serve as the primary point of contact within the Students' Union for all students regarding academic matters and concerns, referring them to the Advice Centre when appropriate.
- Represent students on all academic issues to the University, including participation in relevant University committees.
- Provide proactive academic support and advocacy for underrepresented student groups, such as postgraduate students, Lifelong Learning students (e.g., part-time and 2+2-degree students), medical students, Institute of Education students, and those studying on non-main campus sites (e.g., Warwick HRI).
- Actively contribute to the Academic Forum by suggesting agenda points and providing VP Education updates across various committees.
- Lead Student-Staff Liaison Committees (SSLC) during meetings and provide support where needed.
- Develop and update the Union's Education Strategy and priorities annually in collaboration with the President and VP Postgraduate.
- Support students through the University's complaints and appeals processes in conjunction with the Students' Union Advice Centre.
- Work on expanding and enhancing e-learning opportunities within the University curriculum.
- Advocate for and work towards increased access and participation in education for all Warwick University students.
- Act as the primary Students' Union contact for annual surveys and reviews, including the Teaching Excellence Framework (TEF), Institutional Teaching & Learning Review (ITLR), and the National Student Survey (NSS).
- Serve as the main liaison between the Students' Union and University departments such as the Library, Student Opportunities, IT Services, Careers Service and the Learning Grid, collaborating to improve these services for students.
- Stay informed about national higher education issues through Senate and University Council meetings, sharing relevant information with the SU and student body where appropriate.
- Represent the Students' Union in communications with the Office for Students (OfS) and other educational bodies, such as those managing the National Student Survey (NSS).
- Support the President or University stakeholders in national higher education campaigns, including those led by the NUS and other organisations.
- Assume the role of acting President when the President is unavailable, in the absence of a designated deputy.

## **UNION COMMITTEE/BODIES**

- Board of Trustees
- Academic Council
- Education Committee
- Senior Leadership Team (SLT)
- Audit and Risk Sub-Committee
- Student Council
- Other ad hoc working groups set up during any given year

## **UNIVERSITY COMMITTEES:**

- Widening Participation Committee
- Academic Quality and Standards Committee (AQSC)
- Student Learning Experience & Engagement Committee (SLEEC)
- Partnerships Committee
- Senate
- Education Executive
- Inclusive Education Board
- IATL Steering
- Education Committee
- Teaching and Learning Space Development Group
- Students' Union & University Liaison Group (SULG)
- Academic Continuity Working Group (when required)
- Student Insight Group
- Apprenticeship and Work-Based Learning Steering Group
- Other ad hoc working groups set up during any given year

**DURATION:** Fixed Term – 12 months

**HOURS:** 36.5 hours per week

**LOCATION:** Warwick Students' Union, Coventry. Occasional off site working is required