

## ROLE DESCRIPTION //

### Faculty Officer

#### Purpose of the role:

Working in partnership with your fellow Faculty Officers and School Voice Representatives, the Students' Union, and the University to enable effective representation of students at a faculty level.

To attend the Student Staff Voice Committee (SSVC) which will meet four times in an academic year and will act as the primary student voice forum for each school allowing students feedback to be raised by school voice and staff to discuss course changes.

To attend Faculty Education Committee (FEC) providing and championing student voice in high-level decision surrounding teaching and learning at a faculty-level.

To attend University Student Voice Committee (USVC).

To support the Students' Union in its representative work, through canvassing students in your faculty, through providing thoughts and feedback on proposals that impact the wider faculty and through attendance to meetings as necessary.

To liaise with your School Voice Representative around reoccurring issues, or issues that may be impacting a significant number of students across the faculty.

What you'll do as a Faculty Officer:

- Attend at least one SSVC meeting (in each school in your faculty) per semester, contributing to constructive feedback brought forward by School Voice Reps on the wider faculty issues faced by students in the schools within your faculty.
- Have quarterly meetings with your faculty Dean of Education which will be joined semesterly by the faculty Executive Dean.
- Attend Faculty Education Committee and University Student Voice Committee.
- Contribute thoughts and opinions to the work of the Students' Union through surveys, focus groups, and attendance at meetings.
- To support the work of the School Voice Representatives by ensuring faculty related issues are fed back through 1 to 1s with faculty Deans.
- Contribute to the Students' Union more broadly, such as through participating in Have Your Say Days (HYSDs) throughout the year.

#### Who can be a Faculty Officer?

Anyone who is in the 2nd year of study or above can put themselves forward to be a Faculty Officer. Some of the key skills which we look for in our Faculty Officers include:

- Time management and organisational skills
- Critical thinking, and problem-solving skills
- Confidence to raise issues constructively to senior academics within your school
- Energy to support the development of policy and representative work with the Union.



- Previous experience being a voice/programme/school representative.

## PERSON SPECIFICATION

### Faculty Officer

Assessed by: A – Application

Area	Essential	Assessed by	Desirable	Assessed by
Qualifications / Training	Current Keele Student	A		
	Willingness to undergo training as appropriate	A		
Experience	Experience of being a student voice representative	A	Experience of supporting student volunteers	A
			Experience of being a School/Lead Voice Representative at Keele	A
Skills	Good interpersonal and communication skills, both verbal and written	A	Ability to establish and maintain good relationships with several key stakeholders.	A
	Driven to actively seek and find solutions to problems	A	Ability to	A



	Confidence in presenting student feedback to academics at a faculty level	A	<p>produce high-quality reports on a wide range of student issues utilising a range of quantitative and qualitative data.</p> <p>Ability to manage conflicting viewpoints to achieve consensus.</p>	A
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### Specific Demands:

Lorem Ipsum



Keele SU is committed to being an equal opportunity employer and taking steps to employ, keep and develop the abilities of staff and has been awarded the disability symbol. We undertake to offer all students with a disability who apply for a guaranteed interview. If you wish to be considered under this scheme, please indicate this by selecting 'yes' in the Guaranteed Interview Scheme section of your application. You can also provide specific information of any requirements / adjustments you may require to assist you during the recruitment process within this section.

