



## J O B   D E S C R I P T I O N

<b>Post:</b>	<b>Vice President Academic</b>
<b>Main areas of responsibility:</b>	Lead Officer for Academic issues and representation
<b>Scale:</b>	£20,464 Scale 2 (point15)
<b>Hours:</b>	35 hours per week
<b>Responsible to:</b>	Trustee Board /Student Council

### PURPOSE OF JOB:

To be the student lead for academic representation and lead on coordinating the academic representation system.

Attend strategic-level University of Wolverhampton (UOW) meetings to represent students' views on academic issues, and liaise regularly with senior UOW staff and departments in order to recognise and respond to emerging educational/academic needs of students.

Main portfolio roles and responsibilities	
Key Accountability	Performance Indicator
<b>General Officer responsibilities</b>	
Ensure that members views are researched and represented	High satisfaction levels from membership and low levels of complaints
Actively contribute to the strategic direction and development of the University of Wolverhampton Students' Union (UWSU)	Students' needs are reflected in the UWSU's strategic direction and in the delivery of UWSU services
Ensure a high profile is maintained with the membership to promote the work of the officer team and of UWSU	Active participation in engagements such as Open Days, Welcome Week activities, UWSU promotional, social and campaigning events  Actively encourages students to become more engaged within their Students' Union  Actively support the use of social spaces at UWSU
To ensure that efficient and effective communication takes place between full time Officers and all areas of the UWSU	General awareness of UWSU activities amongst staff and Officers  Positive relationship between Officers and the membership  Values of the UWSU are understood, respected, promoted and are reflected in the behaviour of the Officers, staff and membership
Support effective representation at strategic level	Awareness of student issues. Attendance at relevant

through attending meetings with UOW to ensure student voice and perspective are represented	committees and effective de-briefs to colleagues at UWSU
Provide individual student support/representation in disciplinary and academic appeal processes	Positive feedback from members
<b>Role Specific</b>	
Monitor higher education issues on a local and national scale, and conduct academic research to ensure the interests of diverse students are represented and reported across the University	Good knowledge of current issues and trends
Co-ordinate and support the academic representation system across the University and at Faculty level support the student representatives within their designated faculties, enabling them to deliver their objectives	Good attendance at Student Council and faculty rep meetings Faculty reps are well informed and aware of relevant issues
Input into and representation of students' views of current University academic projects, policy-making and issues	Awareness of relevant issues, with ability to comment and campaign when required. Informed input into University academic projects, policy making and issues Attendance at UWSU briefings
Regularly liaise with University staff and departments and attend relevant academic based committee meetings and related strategic meetings, as the principal Union representative on University committees associated with degree quality, student representation and other academic matters  Oversee the planning process and the development and implementation of any academic or representation strategic plans, across the different campuses of the University	Awareness of relevant issues, with ability to comment and campaign when required.  Good working relationships between the University and UWSU  High attendance levels and minutes that show the contribution and impact made on University decision and policy making
To undertake individual casework with regards to academic issues	Positive feedback from members
Be involved in strategic reviews that may be necessary from time to time to ensure that the Union's academic support services are operating effectively and efficiently.	Awareness of relevant issues, with ability to comment and campaign when required. Informed input into University academic projects, policy making and issues Attendance at UWSU briefings
Support effective representation at faculty level through attending meetings for the relevant faculty and liaising with fellow Officers and faculty reps.	Awareness of faculty specific issues, attendance at relevant committees  Positive working relationship with UOW staff

## Key Relationships

- University wide and faculty staff
- Local government councillors and senior staff.
- External agencies.
- All elected and volunteer Union officers.
- SU Chief Executive Officer
- Student Engagement Managers
- SU staff
- NUS and officers and other external stakeholders at a senior level.

## Role as Officer Trustees

Officer Trustees share the following responsibilities with the University, external and student trustees:

- Ensuring UWSU has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of UWSU.
- Ensuring UWSU complies with all legal and regulatory requirements.
- Acting as guardians of UWSU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that UWSU's governance is of the highest standard.

In addition to emphasize that all Office trustees as Trustees elected by the members of UWSU are also charged with ensuring that the views of the student body are researched and represented. All officers also actively work to promote the values of democracy, diversity, and equality of opportunity as well as ethical and environmental values amongst the student population

## Person Specification

All sabbatical officers should be:

- Committed to the vision, aims and values of UWSU.
- Constructive about other officers', staff and trustees' opinions
- Able to act reasonably and responsibly when undertaking their responsibilities
- Able to maintain strict confidentiality
- Able to analyse information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between management and governance functions
- Excellent role models who promote the highest standards of probity and integrity
- Firm supporters of equality of opportunity and committed to promoting diversity

## Removal from Office

Any sabbatical officer may be removed from office via the democratic processes outlined in UWSU's Memorandum and Articles of Association and corresponding Bye Laws, if a democratic issue, or via the Disciplinary Procedure in the Staff Handbook, for any employment/contractual issues. Please refer to those documents for more information