

## ROLE DESCRIPTION – Department Rep

- Title:** Department Rep  
**Selection:** Elected by students within your department  
**Purpose:** To effectively represent students' academic interests at department level;  
To create change at department level that improves the academic experience of students;  
To engage Course Reps within your department, support them and identify where issues are department-wide;  
To escalate any issues that exist beyond their department.

### Accountabilities:

The Department Rep position is a key role in improving students' academic experience. You will be accountable for:

- a) Proactively and effectively gathering feedback from Course Reps – building up an understanding of what is working well and what could be improved across your department;
- b) Exercising influence at department level through a range of relationships, networks and meetings to achieve positive change on behalf of the students you represent;
- c) Communicating progress and the outcomes of feedback to Course Reps and students in your department – to ensure they understand what has, and will, happen as a result of their feedback;
- d) Escalating issues that affect students beyond your department;
- e) Acting as a positive ambassador for the Students' Union and Academic Reps.

### Responsibilities and Duties:

In order to fulfil these accountabilities, you will be expected to:

- a) Ensure that you connect with, and regularly meet, Course Reps within your department and present a balanced view based on their feedback;
- b) Engage with underrepresented and hard-to-reach students, actively seeking out minority voices and representing them;
- c) Chair Staff Student Committee (SSC) meetings and prepare effectively for those meetings by working with key university contacts to develop agendas and papers and ensure that agendas reflect key issues;
- d) Contribute to Periodic Departmental Reviews, where applicable, ensuring engagement and attendance of Course Reps to present a comprehensive and balanced view;
- e) Undertake the role of Curriculum Consultant, working with departments and the College to provide feedback on, and validate, new courses;
- f) Work in partnership with staff within your department to ensure the outcomes of Annual Reviews are implemented and ensure its inclusion in the SSC agenda;
- g) Attend other department-level meetings as appropriate, such as Department Boards and Department Learning and Teaching committees;
- h) Maintain strong ongoing relationships with your Head of Department, Department Manager and other key university contacts and provide regular input about what is working well and what could be improved;
- i) Work in partnership with staff within your department to co-create solutions and positive developments that will benefit students;

- j) Attend and provide feedback at Education Council to share best practice with other Department, Course and Faculty Reps;
- k) Work together with students, university staff and RHSU to ensure the success of the academic representative system.

### **Skills, Experience and Qualities**

	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills – ability to listen and re-present views effectively	x	
Basic understanding of education policy issues and willingness to learn more	x	
Commitment to diversity, equality and inclusion and willingness to proactively seek out voices that are underrepresented	x	
Ability to use technology and social media to network effectively with other students		x
Experience of leading others, either at Royal Holloway or elsewhere		x
Ability to motivate and inspire other Reps and support them to thrive		x
Willingness to get involved and represent students' academic interests	x	