

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 your 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:

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:

	ESSENTIAL	DESIRABLE
Excellent communication skills – ability to listen and represent 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

ESSENTIAL **DESIRABLE**

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