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:

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