
Job Description: Students' Union Department Rep

Fixed Term June 2023 – June 2024

Salary:	£10.68/hr (£10.90/hr for 23+) + holiday pay
Hours	Up to 14 hours a month, usually split to 3-4 each week, but this can vary. We can offer some flexibility around university deadlines, assessments, term breaks which would be discussed upon your appointment
Location	There will be an expectation of some in-office working within HUBS, though the frequency and hours for this will be agreed on an individual basis to allow flexibility around university schedules and remote working needs
Responsible to:	Representation Team

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

To act as a key Student Representative within your Department of study, liaising with students and other Representatives to gain a genuinely representative understanding of issues relating to the academic experience within your Department, and using this feedback to enhance the student experience within your Department.

2. Main Duties and Responsibilities

2.1 Role Specific Responsibilities

- Work with other Department Reps and the SU team to gather feedback from Course Reps to develop a genuinely representative overview of issues across your whole department.
- Communicate regularly with your College Officer to help to identify College-wide themes, attending College Executive meetings once a month
- Meet regularly with senior staff in your Department to discuss departmental issues and feedback to Course Reps on the progress of issues raised
- Represent students in an official capacity on Department Student Boards, Department Quality Boards, plus College Student Boards and any other equivalent meetings
- Be actively involved in and contribute to a range of projects designed to enhance the student experience
- Attend regular meetings with Students' Union and University colleagues to identify actions and development needs, including meeting your SU Line Manager once per month at minimum
- Meet minimum standards for core role paperwork, including submitting a monthly report each month, submitting a timesheet and contributing to meeting notes from 1-1 meetings where relevant, by the set deadlines each month

- Keep in regular contact with your Course Reps, at least once a month utilising the Students' Union messaging- email function, or other agreed method, to contact them to gather feedback and provide updates reliably

2.2 Student Staff Common Requirements

A commitment to Sheffield Hallam Students' Unions core values which include:

- **Passion:** You should be passionate about ensuring your work helps to ensure a great experience for members of Sheffield Hallam Students' Union.
- **Honesty:** You should display absolute integrity in your interactions with students and colleagues.
- **Dedication:** You should be dedicated to the Students' Union and ensure you uphold your commitments within your role.
- **Innovation:** You should be comfortable coming up with new ideas to improve the service we deliver to Sheffield Hallam students.
- **Diversity:** You are committed to representing all Hallam students, regardless of background or protected characteristic.

PERSON SPECIFICATION

Job Title: Department Representative

Requirements		Essential (E) Desirable (D)	Assessed by Application (A), Task (T), Interview (I)
1	Qualifications/Training		
1.1	Must be registered on a degree programme at Sheffield Hallam University	E	A
1.2	Willingness to undertake any training necessary to improve performance/service	E	I
2	Experience		
2.1	Experience of doing well in a role that requires proactive communication with students or other groups, either paid or voluntary	E	A /I
2.2	Experience of working as a Course or Department Representative or similar.	D	A
3	Skills & Attributes		
3.1	Competent user of Microsoft Office Suite e.g. Word, Excel, PowerPoint	E	A/I/T
3.2	A commitment to diversity and representing all demographics of students within your department	E	A/I
3.3	Good organisational skills	E	A/I
3.4	Ability to work flexibly and independently, manage own workload and adhere to deadlines	E	A/I
3.5	Ability to work well with others with different perspectives, including with university staff	E	A/I
3.6	Ability to present information in a clear and engaging way, both in writing and in person	D	A
3.7	Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam Students' Union	E	A/I