

## SHEFFIELD HALLAM STUDENTS' UNION

### Job Description: Students' Union Department Rep

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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. Job Title:** Department Representative
- 2. Grade:** £8.86/hr + Holiday Pay (£9.41/hr for students aged 23+)
- 3. Responsible to:** Academic Representation Team
- 4. 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.

**Hours:** Approx. 3-4hrs per week, during term time. **Fixed term until end of June 2022.**

#### 1. MAIN DUTIES AND RESPONSIBILITIES

##### 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.
- 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 and Department Quality Boards.
- Be involved in 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

##### 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**

	<b>Personal Attributes required (based on the Job Description)</b>	<b>Essential (E) /Desirable (D)</b>	<b>Tested by</b>
<b>1.0</b>	<b>Qualifications/Training</b>		
1.1	Must be registered on a degree programme at Sheffield Hallam University	<b>E</b>	Application Form
1.2	Willingness to undertake any training necessary to improve performance / service	<b>E</b>	Interview
<b>2.0</b>	<b>Experience</b>		
2.1	Experience of doing well in in a role that requires proactive communication with students or other groups, either paid or voluntary	<b>E</b>	Application Form & Interview
2.2	Experience of working as a Course or Department Representative or similar.	<b>D</b>	Application Form
<b>3.0</b>	<b>Skills</b>		
3.1	Competent user of Microsoft Office Suite e.g. Word, Excel, PowerPoint	<b>E</b>	Application Form, Interview & Assessment
3.2	A commitment to diversity and representing all demographics of students within your department.	<b>E</b>	Application Form & Interview
3.3	Good organisational skills	<b>E</b>	Application Form & Interview
3.4	Ability to work flexibly and independently, manage own workload and adhere to deadlines	<b>E</b>	Application Form & Interview
3.5	Ability to work well with others with different perspectives, including with University staff	<b>E</b>	Application Form & Interview
3.6	Ability to present information in a clear and engaging way, both in writing and in person	<b>D</b>	Application Form
<b>4.0</b>	<b>Other requirements</b>		
4.1	Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam Students' Union	<b>E</b>	Application Form & Interview