



# University of Gloucestershire Students' Union

**Title:** Students' Union Education Officer

**Responsible to:** Board of Trustees and Executive Committee

**Purpose:** To represent students on educational issues, ensuring that the academic experience is of a high standard for all. To oversee the Student Representation Scheme and respond to national higher education matters on behalf of the Students' Union.

## **Responsibilities of the Education Officer:**

To represent the student voice and collect student feedback on all matters of academic quality assurance, academic frameworks, academic support services and curriculum

To liaise and work with the Student Representatives and Education Experience Officer to represent the educational needs of students at a collective and individual level

To oversee the development and maintenance of the Student Representation Scheme, working closely with the Student Voice Manager and liaising with University colleagues to ensure that appropriate training and induction is provided to all involved

Represent student views on the student academic experience to the University to enable continuous improvement

Identify and oversee local and national education priority development areas, issues and related campaigns

Ensure academic practises are equal, fair and accessible to all members of the student body

## **Responsibilities of all elected Full-time Officers:**

To act as a representative, gauge student opinion, reflect the views of the student population and keep them informed at all times through effective communication channels e.g. campaigns, social media, SU website, face-to-face

To support the student body on matters of welfare and where needed, through academic appeals, academic offences procedures, complaints and SU disciplinary issues

To build a positive relationship and develop social responsibility amongst the student body and local communities

To be representative of the student body on all matters of communication with any affiliated Unions/Organisations and external bodies e.g. NUS, the police, the media

To support the Experience and Liberation Officers in representing their groups and with the delivery of relevant campaigns

To promote and effectively communicate all Union services to ensure a life enhancing experience for all students

To be a member of the Board of Trustees, attending meetings and reporting to its members alongside the other Full-Time Officers

To be ultimately responsible for staff matters and to be a member of the Senior Management Team

To work closely with the Students' Union Chief Executive Officer, staff and other Full-Time Officers to create the SU Annual Report, oversee SU finances/accounts and to achieve the aims set out in the SU Strategic Plan

To attend all relevant committees and meetings

To carry out all tasks in a sustainable manner, where possible

#### **KEY CONTACTS:**

- Vice Chancellor and all University Directorate
- SU Board of Trustees members
- SU Executive Committee and Full-Time Officers
- University Council
- SU Senior Management Team (SMT)
- NUS and other affiliated organisations
- University Academic Development Unit
- Quality Assurance Agency (QAA)
- University Quality and Standards
- University Academic Registry
- Heads of Schools, Academic Subject leaders, Course Leaders
- Subject and Course Representatives
- Students, SU and University of Gloucestershire staff

#### **KEY MEETINGS:**

- University Council
- University Academic Board
- University Academic Affairs Committee
- University Student Survey Steering Group (SSSG)
- University Electronic Management Assessment (EMA) Steering Group
- SU Executive Committee and student focussed committees
- SU Board of Trustees and SMT