

### Academic Representation & Democracy Coordinator

**Students’ Union**

#### [http://www.city.ac.uk](http://www.city.ac.uk/)/

#### March 2017

Academic excellence for business and the professions

###### Role Profile

**Post: Academic Representation & Democracy Coordinator**

**Department: Students’ Union**

**School: Professional Services**

**Grade: 4**

**Tenure: Permanent, Full Time**

**Responsible to:** **Membership Development Manager**

**Job Purpose**

The purpose of this role is to deliver a program of academic representation at City, University of London, supporting and developing students to proactively represent their fellow colleagues to their institution and contribute to academic enhancement and community development. This role will also support the democracy of the organisation, by contributing to the delivery of elections for all positions.

**Principal accountabilities**

Academic Representation

* Oversee, support and develop the Academic Representation system to ensure delivery of an effective system.
* Coordinate and develop specific mechanisms, support and training for students and staff to effectively participate in the Academic Representation system.
* Liaise with University staff to enhance the system, increasing support and engagement for students at all levels.
* Support student and officer engagement with and attendance at key academic committees, including effective preparation, reward and recognition of student input.
* Coordinate & deliver a student-led teaching award scheme, including management of the event and coordination of a nomination and selection process.
* Support the creation and delivery of student-led academic campaigns, including leading on research and stakeholder engagement.
* Effectively evaluation and communicate the impact of the Academic Representation system, providing participation statistics, key successes and testimonials.
* Provide guidance and support to the Vice President Education and School Representative Officers to effectively fulfil their role.

Democracy

* Support the delivery of elections for the Executive Committee, Union Councillors and NUS Delegate positions.
* Support other departments with the delivery of elections in other areas of the Students’ Union
* Support the delivery of General Meetings and Referendums.
* Support the delivery of Students’ Union policy where appropriate and ensure policy records are regularly updated.

Governance

* Support the Membership Development Manager in the delivery of student-led governance structures as required.
* Provide effective clerical support to governance meetings, including agenda setting, minute taking and collation of reports and papers as required.

General

* To adhere to all relevant Union policy, procedures and governing documents at all times
* To undertake appropriate training and development as required for the role
* To undertake any other duties appropriate to the role, role grade and organisation, within their competence as required by management, to provide operational cover or support for colleagues including absence and periods of peak workload as required.

**Context**

This post is designed to provide support to our academic representation system, enhancing and developing the service with members at the heart. The post holder will be expected to create an environment which creates a culture of excellence in customer service, where customer needs and expectations are identified, measured and met or exceeded at all times.

Attendance at conferences and meetings, both internal and external, will be necessary. The post holder will be expected to assist in key events throughout the year e.g. Fresher’s Fair, Elections, Balls and other key or special event as required.

Hours of work will also vary depending on operational requirements and periods of peak activity.

Staff are expected to portray a positive image at all times, both internally and externally of the Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

The post holder will have to be pro-active, flexible and have an ability to prioritize a varied and demanding portfolio of work.

**Additional Information**

* The post holder must at all times carry out their responsibilities with due regard to the University’s Equal Opportunities Statement
* The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
* The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
* The post holder must carry out their responsibilities with due regard to the non-smoking environment of the University
* *Sustainable Development*

The University is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the University and the wider community.

Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at [www.city.ac.uk/green-policies](http://www.city.ac.uk/green-policies).

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and the University.*

*Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.*

###### Candidate Specification

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**Department: Students’ Union**

**School: Professional Services**

**Grade: 4**

**Tenure: Permanent, Full Time**

**Responsible to:** **Membership Development Manager**

The following sets out the range of personal qualities, skills and experience that the preferred candidate will be able to demonstrate. It is recognised that interested candidates will have a variety of experience and thus may be stronger in some areas than in others

**Qualifications**

**Essential**

* Educated to A-level or equivalent

**Knowledge and Experience**

**Essential**

* Knowledge of the issues affecting Higher Education
* Experience of working within an Higher Education environment and/or a Students’ Union
* Excellent knowledge and experience of academic issues, structures and regulations
* Experience of delivering training

**Desirable**

* Experience of recruiting, working with and supporting volunteers and elected student officers
* Experience of delivering and supporting campaigns
* Experience of event management
* Experience of carrying out research

**Skills and Abilities**

**Essential**

* Excellent verbal and written communication skills
* Ability to manage multiple projects to strict deadlines
* Ability to interact and communicate with stakeholders from a wide variety of backgrounds and levels
* Excellent IT skills, including experience with Microsoft Office
* Excellent attention to detail

**Desirable**

* Ability to manage politically sensitive situations

**Personal Qualities**

**Essential**

* Ability to work independently and as part of a team
* Understanding of and a commitment to Equality of Opportunity

**Desirable**

* Desire to work within a democratic student-led environment
* Customer focused

###### Salary and Conditions of Service

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