

Academic Representation Assistant / Administrator

JOB DESCRIPTION

Accountable to:	Academic Representation Manager
Salary:	£22,561
Hours:	37 hours per week
Location:	LSE Students' Union, Holborn SUARTS, Holborn, with travel to UAL sites as required
Last updated:	14 August 2015

JOB PURPOSE

1. Administer academic representation at UAL and LSE
2. Contribute to the Advocacy Team's strategic and operational planning

KEY RESPONSIBILITIES

1. Administer academic representation at UAL and LSE

- Provide the administrative support to the systems and processes used to manage academic representation
- Coordinate the delivery of a training programme for academic representatives
- Coordinate the attendance of staff and officers at academic representative training
- Coordinate meetings with academic representatives as required
- Coordinate the elections of academic representatives as required
- Provide the administrative support required to ensure the delivery of the teaching awards at UAL and LSE, including student contributions and the ceremonies
- Work closely with departmental administrators to ensure student reps are effective and kept up to date with relevant information
- Create new relationships with University Staff and liaise with them and other relevant external parties to share/seek information in relation to academic representation systems and processes
- Support course reps to understand the SU governance structure and how it applies to their roles
- Manage generic mailboxes relating to academic representation and respond to queries as required
- Deliver the digital communication required (including web copy and e-newsletters) to promote academic representation (progress, participants and

outcomes) to those involved in academic representation, and students who are not

2. Contribute to the Policy & Advocacy Team's strategic and operational planning

- Contribute to the Policy & Advocacy Team's strategic planning by putting forward evidence based ideas for improvements to academic representation systems and processes
- Responsible for producing information about Academic Representation as required
- Provide administrative support for the wider Policy & Advocacy Team, including the typing up of feedback forms and transcribing focus groups

GENERAL DUTIES

In addition, all staff have the following general duties laid out in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own typing, filing, photocopying etc.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' and Welcome festivals and any other key event, including elections, if necessary.
- Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff

Any other tasks that would be deemed suitable within this role as directed by line manager

JOB SPECIFICATION

CRITERIA	Application	Interview
QUALIFICATIONS		
Good general education	✓	
EXPERIENCE		
One years relevant administrative experience	✓	
Experience of working to deadlines	✓	
Demonstrable experience of working effectively on own initiative	✓	✓
Experience of supporting, motivating and developing volunteers, including feedback	✓	✓
Undertook surveys, writing reports and preparing briefing documents	✓	
Taking minutes and writing them up in a timely manner	✓	✓
KNOWLEDGE		
Demonstrable understanding of Students' Unions or other democratic / voluntary organisations	✓	
ATTRIBUTES AND SKILLS		
Good general IT skills, including Word, Excel and Outlook	✓	✓
Ability to write for different audiences	✓	✓
Confidence to deliver training to a group of students	✓	✓
The ability to create and maintain strong working relationships, corresponding with third parties on a day to day basis	✓	✓
Excellent communication skills (written and oral) and the ability to explain detailed information to others		✓
VALUES AND ETHICS		
Desire to work within a fair, democratic, student-led environment	✓	✓
Understanding and commitment to diversity and equality of opportunity	✓	✓