



Academic Representation Manager

Job Description

Accountable to: Head of Policy and Advocacy
Responsible for: Academic Representation Administrator, x1000 Volunteer Course Reps, Student Staff as required through the year
Hours: 37 hours per week
Location: Central London (based in Holborn)
Salary: £27,183.00

JOB PURPOSE

1. Manage academic representation for SUARTS & LSESU
2. Contribute to the Membership Team's strategic and operational planning
3. Manage the Academic Representation Coordinator & Student Staff

KEY RESPONSIBILITIES

1. Manage academic representation for SUARTS & LSESU

- Responsible for the development and delivery of student & dean forums at UAL
- Responsible for the development and day to day management of LSESU's approach to academic representation
- Responsible for the development and delivery of teaching awards at both UAL and LSE
- Support representatives in their work by providing them with ongoing support, training, guidance and tools
- Support democratic academic representation (including the selection of course representatives) by providing staff with guidance and tools
- Responsible for the day-to-day spending within assigned budgets for academic representation
- Design, maintain and improve systems that support academic representation including a representative database and thematic tracking of issues
- Provide representatives and colleagues with qualitative and quantitative information relating to student feedback
- Responsible for the promotion of academic representation

- Create and maintain relationships with University staff and liaise with them and other relevant external parties to share/seek information in relation to specific projects/campaigns

2. Contribute to the Membership Departments strategic and operational planning

- Contribute to, and facilitate the implementation of, Departmental plans at LSE and College plans at

UAL

- Produce reports for partners so they listen and act on the issues students raise
- Provide information relating to academic representation for key reports and meetings as required by the Head of Policy & Advocacy
- Produce reports on specific aspects of academic representation which includes an annual academic representation report
- Contribute to strategic planning discussions by putting forward ideas to improve academic representation based on evidence which may include evidence gathered from Course Reps and University staff
- Responsible for the development and implementation of the operational plan for academic representation
- Contribute to operational planning of the wider team
- Review the success of academic representation at UAL and LSE, and keep a record of any recommendations for the future that arise

3. Manage the Academic Representation Administrator & Student Staff

- Arrange, chair and keep a record of management and all staff meetings within the team including performance reviews, appraisals, 121s and investigations
- Manage the team's learning and development
- Delegate tasks where appropriate
- Support colleagues coordinators with events, activities and meetings

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
EXPERIENCE		
Experience of managing multiple projects simultaneously	9	9
Experience of working with multiple stakeholders	9	9
Delivering activities which lead to improved representation		9
KNOWLEDGE		
Demonstrable understanding of students' unions or	9	9
Knowledge of current themes affecting students in the Further Education / Higher Education sector	9	9
Basic knowledge of quality assurance processes in	9	9
ATTRIBUTES AND SKILLS		
Excellent communication skills, verbal and written, and an ability to quickly build new relationships	9	9
Excellent customer care skills (for dealing with UAL members, colleagues, University personnel,	9	9
Able to work independently, manage budgets and run processes	9	9
The ability to lead, and work within, an effective team	9	9
VALUES AND ETHICS		
Desire to work within a democratic, student-led environment	9	9
Understanding and commitment to equal opportunities		9
Commitment to using skills and knowledge to help others	9	9
Demonstrably high standards of personal integrity	9	9