



Postgraduate Faculty Representative Role Description

Postgraduate Faculty Representatives are responsible for representing the interests of postgraduate students at the University of Hull in their respective faculty. This is a fantastic volunteer role at Hull University Union and a great opportunity for someone with lots of drive, initiative, and determination to play a vital role in student representation. As a voting member of Education Zone Open Meetings and their respective Postgraduate Faculty Open Forums, Postgraduate Faculty Representatives have a real ability to effect change. There are two of these roles in each faculty, one for a Postgraduate Taught representative and the other for a Postgraduate Research Representative.

Aim:

The Postgraduate Faculty Rep will develop a close working relationship with all faculty representatives, Deputy Faculty Reps, Course Rep Leaders, Course Reps and other Education Zone members. Postgraduate Faculty Reps will represent the postgraduate student voice at Faculty level and will have major input into the direction and quality of education at the University.

Key Responsibilities:

- Complete Hull University Union Postgraduate Faculty Rep training
- Co-chair their Postgraduate Faculty Open Forum
- Attend and contribute to Education Zone Meetings (Once every two weeks) and Education Zone Open Meetings (5 per year)
- Meet with their Post Graduate Officer on a regular basis, in advance of Education Zone Meetings
- Represent the views of postgraduate students within their Faculty and act as a channel of communication between them, the Union and the University.
- Promote within the University an environment favourable for Postgraduate students, and encourage Postgraduate Students to engage in Union activities and decision making.
- Communicate regularly with postgraduate students on events, news and anything they may wish to get involved with;
- To represent postgraduate students both nationally and locally
- Build a strong relationship with fellow Post graduate Faculty Reps, Faculty Reps, Faculty staff, and Hull University Union staff

Skills and Experience You Could Develop:

- People management
- Leadership
- Lobbying the University for change
- Decision-making
- Networking with senior members of University staff
- Chairing Meetings
- Public speaking

Benefits:

- Develop transferable employability skills
- Be part of a dynamic and engaged team
- Improve academic standards and the teaching for Postgraduate students within your Faculty
- Influence University and Union policy and decision making
- Opportunity to be part of Hull University Union-led campaigns to improve students' learning experiences
- Receive one-to-one support from the President of Education, Postgraduate Taught and Research Officers and Education Co-ordinators
- Be eligible for awards at the annual HUU Awards
- Develop your knowledge of the Higher Education sector
- Develop professional working relationships with senior members of University staff

Person Specification

	Essential	Desirable
Passion for representing students and improving the quality of education within your Faculty	✓	
Desire to learn about University structures and procedures, and to listen to a variety of opinions	✓	
Committed and willing to dedicate the necessary time to the role	✓	
Excellent communication skills (verbal, written and listening)	✓	
Be a registered postgraduate student at University of Hull for 2018/19 academic year and be a full member of Hull University Union	✓	
Ability to take initiative		✓
Leadership skills		✓
Effective time-management		✓
Relevant experience of leading and engaging with other students, e.g. as a Course or Subject Rep, Ambassador, Society or Club President etc.		✓

Expected Time Commitment:

On average we hope that you will spend between 4-6 hours a week in this voluntary role. Some weeks will be more demanding than others.

How to become a Postgraduate Faculty Rep:

Complete a simple nomination form at www.hulluniunion.com/survey/postgradrep19

To find out more, please contact huu-representation@hull.ac.uk