

Role Description:

Faculty Officer

Hours: Part-time, voluntary (equivalent of 3.5 hours per week)

Start Date: May 2020

Length of term: One Academic Year

Summary of Role

Faculty Officers are responsible for being the key student representatives to their respective faculty. Their role is to work within the academic representation framework. They act as ambassadors for the students of the University, and represent the student voice to the University. They are the strategic leaders of the SU, and are Trustees of the SU.

Faculty Officers should:

- Be passionate about student issues
- Be approachable and engaging
- Have a positive and can do attitude
- Be comfortable talking to students and staff
- Have good knowledge of their faculty structure
- Be able to support the work of the GSU Representation Team
- Be able to balance their work and University lifestyle alongside their elected role

Faculty Officer will develop the following skills:

- Leadership
- Communication and outreach
- Organisational skills (including meeting conduct)
- Listening and Interpersonal Skills
- Lobbying
- Team Work
- Problem solving skills
- Training skills

Role Description:

- Be a key link between GSU and the Academic Reps across their faculty
- Represent students to their respective Faculty on relevant issues, including sitting on the relevant committees and working groups of the Faculty.
- Spend time talking to students, finding out what their issues are and helping to resolve them
- Assist with the communication, training and general engagement of Academic Reps in your respective faculty
- Understand the variety of demographics of students within their faculty, and represent their needs.
- Attend the GSU Student assembly and actively contribute towards the discussions and actions that come out of the meeting.
- Champion the SU values, beliefs and behaviours.
- Adhere to all SU and University policies and procedures.
- Support the promotion of the Union and its services through various channels (e.g. digital media and physical presence).
- Participate in the University's Academic Disciplinary processes.
- Undertake training as appropriate, supported by SU staff.
- Attend all agreed meetings.

Four Faculty Officers will be elected by students per faculty.

All faculty officers will be assisted with producing a workplan that will cover these areas of work;

Portfolio

Projects, committees and specialist areas of the Big Plan which are agreed and split amongst the team. This links with "remits" of the past, and the specialist areas noted within the current Role Description

Work Plan

Developed alongside your manifesto goals. All plans should seek to achieve a positive impact for Greenwich students, specifically students within their respective faculty.

Student Priorities

Priorities determined via research and student votes. Ensuring both popular priorities are achieved, as well as the needs of specialist groups. This will be specific to their faculty