

Role Descriptor

Doctoral Rep



As a Doctoral Rep you are the key link between Academic Staff and students. You will be taking the student voice, no matter how big or small, straight to staff to discuss action and change to improve the student experience.

Duties and Responsibilities

- Proactively collect and represent student feedback from your cohort ensuring that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced
 - Seek to resolve issues informally where possible with the appropriate staff member
 - Contribute agenda items for discussion at the Doctoral Student Staff Liaison Committees. Having discussions with Academic Staff highlighting both what is working well, what could be improved within the academic experience, as well as contributing opinions on department projects and data.
 - Collaborate with your Faculty Reps & SU Officers on wider issues in meetings such as Doctoral Council
 - Working with Academic Staff & The SU in communicating progress and outcomes of students' feedback back to your cohort
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Extra Information

Time Commitments

Doctoral Rep 101 Training / 1 ½ hour

Doctoral Student Staff Liaison Committee / 2 per semester / 1-2 hours

Doctoral Council / every 4 weeks / 1-2 hours

General Duties such as collecting feedback / weekly / 1+ hour/s

Skill Development Opportunities

Check out our [student leaders development programme](#) for personal development training.

Confidence	x	Organisation/ planning	x
Decision making	x	Marketing	x
Teamwork	x	Delegation	
Time management	x	Financial Management	
People management	x	Negotiation	

Other:

communicating effectively in meetings, data collection, structural knowledge

Key SU Contact

SU Postgraduate Officer / supostgrad@bath.ac.uk

Postgraduate Representation Team / pgvoice@bath.ac.uk

Academic Representation Team / academicreps@bath.ac.uk
