

Role Descriptor

Faculty Rep

(PGT)



As a Postgraduate Taught Faculty Rep, you are the lead voice for your faculty, you will collaborate with the Academic Reps. You'll work closely with Faculty/School Senior Management to develop positive change for students within your faculty.

Duties and Responsibilities

- Feedback themes & ideas with Academic Reps & other student leaders in your Faculty/School.
- Work closely with Faculty/School Senior Management to develop ideas and escalate issues from your Academic Reps so they can be resolved in a timely manner.
- Contribute agenda items for discussion at the Boards of Studies and Faculty/School Learning and Teaching Committees. Collaborate with staff in these meetings to help develop learning and teaching priorities of the Faculty/School
- When presenting feedback ensure that it is: Accurate, Balanced, Constructive, Depersonalised & Evidenced.
- Work closely with the SU Officers on supporting and developing University level issues by attending meeting such as PGT Exec.

Extra Information

Time Commitments

Faculty Rep 101 Training / 1 ½ hour

Board of Studies / 3 – 4 per semester / 1 – 2 ½ hours

Faculty/School Learning and Teaching Quality Committee / 3 per semester / 2 ½ Hours

PGT Exec / 2 – 3 per semester / 1 ½ hours

The SU will organise ½ hour briefings and debriefings for BoS & FLTQC's. You will be expected to have read the papers before meetings.

Skills Development Opportunities

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

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

Other:

communicating effectively in meetings, data collection, paper writing

Key SU Contact

SU Postgraduate Officer / SUpostgrad@bath.ac.uk

Postgraduate Representation Team / pgvoice@bath.ac.uk

Academic Representation Team / academicreps@bath.ac.uk
