

Job Description

- Job Title:** Faculty Officer
- Rate of Pay:** £12.60 per hour/90 hours per annum
- Responsible to:** Student Representation Coordinator
- Responsible for:** Academic Reps

Job purpose: The role of Faculty Officer exists to provide student representation at a Faculty and University level, offer strategic input within academic faculties and to the University, and play a key role in supporting the academic representative network, and improving the student experiences of the faculty.

Faculty Officers have a number of different activities to fulfil their role. These are detailed below:

Meetings

- Attend initial induction training with the Students' Union and University
- Attend Faculty Officer Catch Up meetings with the Union on a monthly basis
- Attend monthly Division and Faculty Officer meetings with the Union
- Attend (and sometimes chair) Feedback Forums as part of the Student Staff Feedback Conversation (SSFC)
- Attend Faculty Divisional Committee Meetings
- Attend Faculty Education and Student Experience Committees.
- Attend Education Zone and General Meetings
- Attend other meetings and committees devoted to Learning and Teaching and improving the Student Experience when required

Areas of Work

- Collaborate with the designated staff within your faculty to enhance learning, teaching and the student experience.
- Support and engage with the Union's Academic Representative Training.
- Coordinate regular meetings with Academic Representatives to gather student opinions on strategic issues.

- Oversee the work of Academic Representatives within your faculty, helping foster communication and escalation of any recurring issues to the appropriate person or department.
- Actively promote and engage with Union activities in Learning & Teaching (such as the RATE Awards).
- Promote mechanisms to improve Learning and Teaching (such as the National Student Survey, Postgraduate Taught Experience Survey or Postgraduate Research Experience Survey).
- Undertake appropriate faculty projects to strategically improve the learning and student experience
- When necessary, Faculty Officers will be asked to participate as Student Reviewers in Learning and Teaching Reviews for academic Faculties/Divisions.

Visa Restrictions

It is important to note that some applicants for the role will hold a visa and that certain visas have restrictions on the number of hours you can work each week. As the role of Division and Faculty Officer is an appointed position with remuneration, the hours worked within this role will contribute to the hours your visa permits you to work and it is the individual's responsibility to ensure you do not exceed your maximum working allowance.

Job Sharing

We will consider job-sharing applications in exceptional circumstances, and may make an offer based on this. Please note, this will mean that the hours are 45 hours, which will be reflected in the pay.

Relationships

Internal:

- Student Representation Coordinator
- Vice President Education
- Faculty Officers and Academic Representatives
- Union Staff
- Volunteer Officers

External:

- University of Stirling Division and Faculty staff
- National Union of Students (NUS)

General

- Comply with Health & Safety requirements;
- To carry out any other appropriate duties which may be considered necessary by the Student Representation Coordinator and/or Vice President Education;
- To abide by the Policies and Constitution of the Union;
- To ensure that any and all data is stored, accessed and used in line with relevant Data Protection Legislation;
- To demonstrate a commitment to the Union's Equality, Diversity & Inclusion Policy;
- To demonstrate a commitment to the Union's Sustainability Policy;
- To contribute to the development and delivery of the targets outlined in the Union's strategic plan;
- To attend meetings, training and conferences where necessary;
- To demonstrate a commitment to continuous professional development;
- To portray the Union in a positive approachable manner at all times;
- Have an understanding of colleague's roles and responsibilities and signpost as required;
- To be aware of and support all Union activities/campaigns/events.

Notes

The hours for this post will be 90 per annum. Faculty Officers will be required to work independently and it will therefore be necessary to keep an accurate record of their

working hours. This will have to be reported to the Student Representation Coordinator monthly.

This job description is correct as of 20th March 2025 and shall be updated as and when required. It should not be regarded as exhaustive or exclusive and duties may change from time to time.

PERSON SPECIFICATION

Element	Criteria	Essential (E) or Desirable (D)
Communication	Able to breakdown and communicate complex issues in an easily understandable way	E
	Confident in communicating and working in partnership with a wide range of individuals and groups	E
	Able to utilise a number of different means of communication, including social media, to engage with students.	E
	Able to use negotiation and compromise to secure a positive outcome for students	D
Change-Driven	Able to evaluate and identify potential improvements to learning, teaching and student experience	E
	Confident in using problem-solving techniques to identify potential solutions to emerging issues	E
	Able to work individually, and with others, to implement improvements to learning, teaching and the student experience.	E
Organisation	Strong time management and organisation skills.	E
	Able to manage multiple priorities and commitments to deliver to agreed deadlines	E
	Able to lead and coordinate groups of individuals	D
Awareness	Has a basic understanding of some of the issues impacting students within Higher Education	E

	Is driven to grow knowledge and understanding within this area	D
	Previous experience of student representation i.e. Academic Rep (Module or Programme), or similar role	D

VALUES AND ETHICS - ESSENTIAL

Essential
Desire to work within an organisation with a diverse membership.
Desire to work within a democratic student-led environment.
Understanding and commitment to Equal Opportunities.