



Cardiff Students' Union
Undeb Myfyrwyr Caerdydd

Full-Time Elected Officer Job Description

STUDENTS' UNION PRESIDENT

(Revised and updated December 2023)

This job description is subject to approval through the Union's Governance Structure and Welsh translation.

Job Purpose

1. The Students' Union President will:
 - i) Contribute to the representation of the Cardiff University student population in all matters relating to their university experience.
 - i) Be the lead student representative of Cardiff Students' Union.
 - iii) As a Trustee, be jointly responsible for the leadership and development of the Students' Union and its Associate Companies, including the application of its Charitable Objects.
 - iv) Chair the Board of Trustees of the Students' Union and the Board of Directors of Cardiff Union Services Limited.
 - v) Lead the team of full-time Elected Officers.

Principal Accountabilities

2. General Responsibilities
 - i) Ensure the focus of the role is influenced by student needs.
 - ii) Engage with and represent students in all types of study in all parts of the University campus.
 - iii) Plan a comprehensive programme of student activities at the commencement of your term of office.
 - iv) Work with and support your team colleagues in agreeing and setting the Union's priorities.

- v) Effectively carry out the role of Trustee and Director in accordance with the ethical standards of the 'Nolan Principles' (the seven principles of public life) ensuring your familiarisation with these principles during your induction training.
- vi) Be ready and willing to accept actions from the Student Senate and engage positively in the scrutiny process.
- vii) Hold Cardiff University to account on decisions made which affect students, representing their views and lobbying for change whilst sitting on University committees and working groups.
- viii) Work to deliver the Students' Union strategic vision.
- ix) Run and participate in campaigns and other key student events alongside team colleagues, raising awareness of issues affecting students.
- x) As and when required, participate in selection panels and hearings dealing with recruitment and appointments, discipline, grievance, and staff appeals
- xi) Support and champion the Welsh language both within the Students' Union and the University.

3. Role Specific Responsibilities.

- i) Be the face and voice of the Students' Union with the University and the wider community.
- ii) Lead the team of Elected Sabbatical Officers and provide day-to-day support and management for members of the team.
- iii) Chair the Board of Trustees of the Cardiff University Students' Union (CUSU) and the Board of Directors of Cardiff Union Services Limited (CUSL),
- iv) Apply a 'casting vote' in Board and Trustee meetings to decide any matter where there is deadlock due to a tied vote.
- v) Be the public face of the Students' Union to local, national, and international communities and organisations.
- vi) Meet regularly with the University's Vice Chancellor and senior members of University staff to represent the views of students.
- vii) Allocate the Sabbatical Officers' budget with support from relevant staff.
- viii) Work closely in liaison with the Chief Executive of the Students' Union on a day-to-day basis.
- ix) Lead the annual appraisal of the Chief Executive as chair of the appraisal group.

- x) Act as a Trustee of Cardiff University, sitting on the University Council as a full voting member.
- xi) Act as the primary link to the University, NUS Wales, NUS UK and other key stakeholders and organisations.

4. Customer Care

- i) Ensure that the expectations of students and other customers are met and where possible exceeded.
- ii) Ensure that staff student protocols and policies are followed effectively and adhered to.
- iii) Deal with customer feedback in a courteous, efficient, and timely manner,

5. The Environment

- i) The Students' Union is committed to minimising any direct or indirect negative effects its business operations may have on the environment. As a Trustee and member of the Union staff, the post holder is to promote and contribute to this commitment and ensure that arrangements are in place to measure and reduce the impact on the environment are adhered to.

6. Health and safety

- i) Ensure that risk assessments for Executive Office systems and work practices are kept up to date and understood by all staff, contractors, and other stakeholders. Adhere to the Union's and departments' Health and Safety policy at all times.
- ii) Ensure the Union's Health and Safety Policies are adhered to at all times.
- iii) Assist in ensuring the health and safety of students, suppliers, and visitors to all departments of the Students' Union.
- iv) Report any Health and Safety issues which arise to the relevant authority.
- v) Act as a first aider once qualified.

7. Other duties

- i) Attend appropriate meetings as and when required by the Union.
- ii) Abide by the Union's Memorandum and articles of Association, policies, and procedures at all times.
- iii) Contribute to the positive image of the Union with students, the University, and the local community.

- iv) Be a leader and ambassador of equality, inclusion and diversity who removes barriers to equality.
- v) Promote high standards of probity, integrity and honesty which embodies the Union's values.
- vi) Uphold and promote the values of the Students' Union, working towards its strategic vision.
- vii) Undertake other tasks and responsibilities commensurate with the level and nature of the position as may be required by the Board of Trustees and Chief Executive Officer from time to time.

Scope

- 8. This job description contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. There will be an expectation that the post holder will carry out other duties and responsibilities that fall within the general nature and level of responsibility of the position.

Training and professional development

- 9. The Union considers regular and ongoing training and development as essential to performance and job satisfaction. The post holder will be expected to undertake such training and development as may be considered necessary prior to taking up their post and during their period in office.

Management and Supervision

- 10. The President will lead the team of Elected Sabbatical Officers and provide day-to-day support and management for members of the team. This will include dealing with minor breaches of behaviour or misconduct which are dealt with under informal arrangements. In such instances the President will be advised by the Chief Executive and Strategic Management Team in consultation with the Head of HR Operations.
- 11. The Chief Executive and Strategic Management Team will provide day-to-day support and advice for the President.
- 12. The President will have no other line management responsibilities for staff. However, as a Trustees and Director the President will be part of collective decisions on staff matters relating to terms and conditions of employment, disciplinary and grievance hearings, appeals and recruitment.

Special Notes and Conditions

- 13. It is a requirement that the post holder maintains a politically neutral and impartial approach to carrying out the functions of the role.
- 14. It is a requirement of the position that the post holder demonstrates a willingness and flexibility to vary and change their routine and work outside normal working

hours where necessary during evenings and weekends, and where necessary to travel to meetings and conferences both regionally and nationally.

15. The post holder's normal place of work will be the Students' Union Building at Park Place, Cardiff, CF10 3QN, but they will be required to travel to and work from other locations in undertaking the duties of the post.
16. Whilst this this job description does not form part of the post holder's contract of employment, the post holder is expected to comply with all aspects of their contract as set out in their Statement of Employment Particulars.
17. In carrying out their role the post holder is expected to comply fully with the Union's employment policies and procedures.



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