



## Full-Time Elected Officer Job Description

# VICE PRESIDENT POSTGRADUATE STUDENTS (EDUCATION & WELFARE)

(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 Vice President Postgraduate Students (Education and Welfare) will:
  - i) Contribute to the representation of the Cardiff University student population in all matters relating to their university experience.
  - ii) Take a leading role in the representation of postgraduate students to the University on academic and welfare matters.
  - 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.

### 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 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 that you familiarise yourself 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) Work closely with the Student Voice Team and fellow officers on academic and welfare matters that affect both Postgraduate Research (PGR) and Postgraduate Taught (PGT) students.
- ii) Communicate school and college level feedback from postgraduate students at University Committees to lobby for change.
- iii) In conjunction with the VP Heath Park (Education and Welfare) and VP International Students (Education and Welfare), lead and coordinate lobbying for the provision of University, Students' Union, Local Council, and NHS welfare services for students; continuously evaluating existing welfare provision.
- iv) Work with the Head of Student Advice to identify postgraduate student welfare issues and to further develop welfare and advice campaigns.
- v) Liaise with University Health and Wellbeing and Mental Health Liaison Teams and other staff in the University's support services on postgraduate welfare issues.
- vi) Working with Students' Union staff, organise campaigns, events, and activities for postgraduate students.
- vii) Promote the growth and development of the Union's services and support for postgraduate students.

#### 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. 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.

#### 6. 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

7. 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

8. 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

9. 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 by Elected Officers which are dealt with under informal arrangements.
10. Elected Officers will have no direct line management responsibility for other staff. However, as Trustees and Directors they may be required to make collective decisions on staff matters relating to terms and conditions of employment, disciplinary and grievance hearings, appeals and recruitment.

## Special Notes and Conditions

11. It is a requirement that the post holder maintains a politically neutral and impartial approach to carrying out the functions of the role.
12. 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.
13. 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.
14. Whilst 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.
15. In carrying out their role the post holder is expected to comply fully with the Union's employment policies and procedures.

