

## Faculty Representative Roles

Thank you for your interest in these positions. Please see below for specific criteria and role information, along with key interview dates and training. If you have any questions regarding these roles please contact: [course reps@ljmu.ac.uk](mailto:course reps@ljmu.ac.uk)

### **Postgraduate Faculty Rep - 5 posts available**

#### **1 post per faculty**

**Responsible to:** Vice President Academic Quality (Supported by Student Led-Change Coordinator, Academic)

**Responsible for:** Postgraduate Course Rep communication and feedback

**Role Purpose:** Faculty Reps are student volunteers who strive to represent students' views and opinions at Faculty meetings. As a Faculty Rep you will closely collaborate with PG Course Reps to identify and report Post Graduate students' main concerns and opinions, foster good relationships with stakeholders within the University, liaise with JMSU staff and Officers throughout the year, and actively participate in students Focus Groups and Student Engagement Panels.

Faculty Reps will receive consistent support in their role through a training programme provided by the Student Union and additional student leadership workshops available throughout the year. Staffing support from the Faculty and JMSU Academic Coordinator is also provided.

**Duration:** November 2020 until May 2021

### **Main Duties and Responsibilities**

1. Working with the Vice President Academic Quality (VPAQ) and the Student Voice and Campaigns team to enhance and inform the student voice across their respective Faculty
2. Attend monthly catch up meetings with the Vice President Academic Quality.
3. Ensure the active use of JMSUs Digital Rep tool across the faculty using reporting features to provide evidence at Faculty meetings and to close the feedback loop to students and course reps across the faculty.
4. Support PGT Faculty Representation by attending Faculty Education committees and Faculty Rep Forums and University wide meetings such as the Student Engagement Panel.
5. Foster good relationships with stakeholders within the University, particularly students and the Associate Dean Education.
6. Support the delivery and communication of teaching quality best practice in the faculty to postgraduates with activities including lecture shout outs and meeting updates.

## Person Specification

We would like you to demonstrate the following in your application:

- **Enthusiastic** - We are looking for students who care about their faculty and want to help their school/department/faculty listen to the voice of students.
- **Confident** - You will be confident in talking to groups of students and presenting an evidence based summary of their feedback to the faculty community and JMSU. You will be confident sharing back to students the outcome of the feedback they have given you.
- **Team Player** – You will enjoy and thrive working in a team, supporting other representatives do their jobs effectively – ideally with experience of managing teams.
- **Ambassador** - You will want to make positive change for students in a constructive way and be an ambassador for JMSU to the people you represent
- **Relationship builder** -You will be confident in developing working relationships with academic staff in LJMU.

Please note you **do not** need to have been a JMSU course rep previously to apply for this role. Any LJMU student can apply for this role. Should you be interested, but have a placement aspect of your role, please do get in contact for further support.

## How to submit your application

Please complete these two steps of the online application process by **Thursday 22<sup>nd</sup> October 5pm**

Application form: [link](#)

Equal opportunities form: [link](#)

## Application and interview support

The Employability Advisers will help you prepare for job applications, volunteering and postgraduate opportunities. They can review and provide expert advice on your CVs, application forms and personal statements.

To book an appointment with a Careers Adviser or Employability Adviser, call in to one of the LJMU Careers Zones (in the James Parsons Building at Byrom Street or the Aldham Roberts Library). Alternatively, phone 0151 231 8099 (option 1).

## Interview dates

**Interviews for Faculty Rep Recruitment:** Interview times will be allocated on Monday 26<sup>th</sup> October AM, and Tuesday 27<sup>th</sup> October, Thursday 29<sup>th</sup> October. All interviews will be conducted on Zoom.