

Academic Executive

JOB SPECIFICATION

Job title: Academic Executive

Salary: £19,730 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

JOB DESCRIPTION

Executive Officer responsibilities:

Inspire you

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

Act with and for you

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

Represent you

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

Listen to you

- Provide mentoring for the Liberation Officers and listen to their respective groups about their concerns
- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

Support you

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

Trustee responsibilities:

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give full consideration to the needs of the whole organisation at all times
- Ensure that De Montfort Students' Union complies with all legal and regulatory requirements
- Safeguard and protect the assets of the organisation
- Ensure that the governance of the Students' Union follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

Role specific responsibilities:

- Be responsible for all issues pertaining to academic representation within the Union, except for dealing with individual casework.
- Be responsible for the development, implementation and revision of academic strategy within the Union.
- Have strategic responsibility for Course Representatives and structures.
- Have strategic responsibility for School Representative Coordinators and structures.
- Act as a conduit for information from the Students' Union to Course Representatives.
- Have strategic responsibility for the academic issues within Personal Tutoring.
- Understand DMU's quality metrics, including but not limited to Course Level Feedback, Module Level Feedback, the National Student Survey, and support the University to use these to enhance the student experience
- Work on the Union's National Student Survey strategy and response to the Teaching Excellence Framework.
- Support the growth and development of academic societies with the Student Opportunities and Engagement Executive.

- Be the lead Officer for data collection and analysis for internal and external surveys including, but not limited to, the National Student Survey, the Postgraduate Research Experience Survey, the Postgraduate Taught Experience Survey, the Teaching Excellence Framework, the Big Survey