

JOB DESCRIPTION

Job Title	Function Manager - Representation & Democracy
Salary Range	£28,570 - £32,000 basic per annum (successful candidates will start at the base point of the above salary)
Hours of Work	Full time - 35 Hours per week
Reporting to	Senior Student Voice Manager, through to Director of Membership Services
Responsible for	Representation staff, casual staff and volunteers where appropriate
Purpose of the Post	Responsible for: ensuring the annual objectives of the Representation function are set and met including operationally leading and developing the assigned areas of the Unions Representation function, including Democratic and Governance structures, Elected Officers, Democracy, Representation and Quality Assurance

ROLE SPECIFIC DUTIES

- **Operational Leadership of the Representation Function** - operational management, delivery and development of: annual objectives, managing and delivering function resources, processes, risks and budgets. Working with Senior Manager in setting annual goals/outcomes & support in future planning,
- **Operational Leadership of Career and Student Staff** - recruit, develop and maintain a skilled, motivated and productive staff team through effective line management of assigned staff, student staff and volunteers. Deputise for the functions Senior Manager when required
- **Operational Leadership of the Union's democratic processes** - Responsible for reviewing and renewing processes and ways students can engage with the Unions democratic procedures. Manage and develop the Union's democratic processes, ensuring effective administration, relevance, openness, transparency and accessibility. Manage and report any risk presented through the democratic structures. Support the Unions democratic decision making body.
- **Operational Leadership of the Unions Representation offer** - Lead the development, growth and support of the Student Rep System, ensuring every course has representation and there are mechanisms in place to capture best practice and achievements. Support the Officer Elections process, whilst offering guidance on campaigns and manifestos to all elected officers and any agreed student led campaigns.
- **Lead and support the delivery of the Unions Quality Assurance function** - Ensure frameworks are in place to recognise and share practice amongst the University. Lead on Union submissions for institutional audits, developmental engagements, integrated quality and enhancement reviews and other reviews as required. Maintain knowledge of educational issues within the University and the wider HE Landscape.
- **Critical University Partnership Support** - With Line Manager - Responsible for identifying and maintaining key relationship framework across the University community to ensure best outcomes for students e.g. key representative fora/committees, support services, influential individuals and personal tutor & engagement staff networks.
- **Development of & Collaboration with External Partners in the Community & Sector** - To create strong partnerships and networks for landscape data development
- **Develop and implement processes and systems to support the outcomes of the Representation Function** - ensuring there are appropriate processes in place to record, track, report, review and renew activity and impact/outcomes of the Focus work. Ensure there are frameworks in place to continuously identify emerging trends/themes/areas of focus.
- **Elected Officer/Student Volunteer Support** - Support the relevant elected officers and relevant student executives and volunteers in their roles as required.

GENERAL DUTIES

- The Union operates on a matrix framework, so in addition to responsibilities relating to own job role all employees will be required to work on Union wide projects and may be required to manage people and

resources outside their distinct role remit. At all times employees are required to work collaboratively with colleagues and elected student representatives across Union projects and work streams as required.

- All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All employees are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded whenever possible employees will be required to support the gaining of and acting on feedback as part of day to day activity.
- The Union considers regular and ongoing personal development/training as essential to role delivery and Union development. It is expected that employees undertake any such development/training offered as is reasonably practicable.

[COMPETENCY AND RESPONSIBILITY FRAMEWORK](#)
[LINK TO PERSON SPEC](#)

OTHER DUTIES

The nature of the post will, at times, require additional commitment over and above normal responsibilities and hours. The requirements will always be commensurate with the role and employees are required to undertake such duties as requested.

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____