



Representation Manager

1. Role Title: Representation Manager
2. Department/Area: Representation
3. Responsible To: Director of Engagement
4. No. of Direct Reports: 3
5. Direct Report Titles: Representation Coordinator x 3
6. Main Place of Work: Based at Frenchay Campus. The post holder will be required to work at, or from any of The Students' Union's establishments.

7. Person Specification:

Requirement	Essential
Education / Qualifications	<ul style="list-style-type: none"> • Degree level or equivalent experience
Experience	<ul style="list-style-type: none"> • Management experience • Experience of coordinating, developing or managing projects simultaneously • Experience of working with a student/course representative system, or equivalent feedback systems • Experience of developing and delivering training • Experience of producing written reports and presentations to a high standard
Skills / Knowledge	<ul style="list-style-type: none"> • Knowledge of a students' union and course representation systems • Ability to interpret and guide others through complex papers and policies • Ability to research, collate and disseminate complex information • Experience of recruiting, working with and supporting volunteers and/or elected student officers • Experience of carrying out research, interpreting statistical information and report writing • Experience of drafting, reviewing and interpreting policy documents • Knowledge of the issues affecting Higher Education • Ability to prioritise competing demands and manage resources effectively • Experience of managing budgets • Experience of managing and developing staff • Ability to strengthen and develop strong stakeholder relationships
Personal Attributes	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to manage multiple projects to strict deadlines • Ability to interact and communicate with stakeholders from a wide variety of backgrounds and levels • Excellent IT skills, including experience with Microsoft Office • Excellent attention to detail • Ability to motivate self and others • Ability to work on own initiative • Proactive approach to the changing needs of a service to meet customer feedback.



Principle Duties of Role (summary)

1. To manage and lead the Representation Team to develop, facilitate and support the system of Academic Student Representation to deliver impact.
2. Work with Presidents, Officers, other student representatives to develop strategies to lobby or influence decision-makers to achieve policy change related to the academic experience.
3. Enhance the democratic operation of the Union through coherent governance and a robust elections process.

Principal Duties and Responsibilities:

1. Devise and lead plans to develop and evaluate the academic representation system in partnership with UWE Bristol: building engagement levels, impact and visibility year-on-year.
2. Work to further develop our partnership with the University around academic representation and co-production with students.
3. Lead the Academic Representation System's involvement with in the University's quality assurance processes (validating programmes).
4. Provide day-to-day management of our academic representation system, including managing relationships with UWE Bristol staff who work on this system in Student Voice, Colleges and Schools.
5. Oversee the recruitment, training, reward and recognition and payment of volunteers and paid staff within the Representation structure.
6. Oversee the development of systems and processes for capturing, tracking and reporting student feedback, issues and the impact of academic representation.
7. Manage the support for student leaders' engagement in the University's committees.
8. Contribute to the development and delivery of a year-round President and Officer training, development and support programme.
9. Work closely with Director of Engagement to deliver successful Students' Union Elections and act as the Deputy Returning Officer.
10. Work with the Director of Engagement to collaborate across the organisation on Students' Union engagement and strategic projects.



Health & Safety

This role will review and endorse risk assessments relating to activity from the Representation Department and key allocated projects.

Supervision & Workplace Planning

- The post holder will be expected to make independent decisions on a day-to-day basis to ensure the principal duties and responsibilities are met.
- The postholder will manage the budget relating to Representation and Student Officers ensuring expenditure is within budget and operates within the agreed financial regulations and procedures.

General Responsibilities

The position shares with all other staff positions a general purpose to work collectively for the attainment of the goals of The Students' Union at UWE as expressed in the Constitution, Policy & Procedures and Strategic Plan.

Each post holder must reflect and actively demonstrate the values & behaviours of The Students' Union.

- Work in a manner, which positively reflects the values of the organisation as shown in the Union's Constitution and Strategic Plan.
- All members of staff will be expected to undertake training as and when required.
- Act in accordance with the personnel policies and procedures as approved by the Staff Committee of the Union including Health and Safety Procedures/Protocols.
- Embed the principles of sustainability into all aspects of your work - as a value's driven organisation, you will contribute to and develop our culture of sustainability – committing to the importance of balancing equality in society, environmental accountability, and economic efficiency.
- Act always in accordance with the financial regulations of the Union as outlined in the Constitution and detailed in the Financial Regulations and Procedures.
- Carry out duties with due regard to the Students' Union Equal Opportunities Policy at all times.
- Conduct all duties in an inclusive, fair, reasonable, and consistent way.
- Complete all that is reasonably instructed.

Signature of CEO :

Date:

This signature is required to demonstrate that the role is within our organisational agreement.

Signature Of Manager:

Date:

This signature is required to demonstrate manager agreement with the role and confirmation that the contents therein is an accurate reflection of the role.

Signature of Employee:

Date:



This signature is required to demonstrate that the role holder is aware of the requirements of the role and agrees with the requirements within.