



## Postgraduate Students Officer (Voluntary)

### Job Description and Person Specification

#### Summary

Aston Students' Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.

#### Job Summary

To run for this officer role, you must be recognised as a postgraduate student by the University.

The successfully elected student should run appropriate campaigns specific to postgraduate students on campus, with resources and other support from the SU. The officer should raise awareness of the issues affecting postgraduate students through means of campaigns.

**Principle Purpose of Job:** The Postgraduate Students' Officer role is to represent the views and interests of postgraduate students and to campaign on any relevant issues.

**Work Location:** Aston University Campus: Aston Students' Union, B4 7BX

**Responsible to:** Students' Union Council

## Equality, Diversity and Inclusivity

Aston SU is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in this process, please get in touch to discuss your needs, [union.voice@aston.ac.uk](mailto:union.voice@aston.ac.uk).

### Main Duties and Responsibilities:

- A. Make themselves available and recognisable to the student population so they can bring up relevant issues with the officer.
- B. Identify and organise campaigns to raise awareness of the relevant issues affecting Postgraduate students. The Postgraduate Students' Officer will lead the direction of their remit, collaborate with other SU Officers, and get involved in relevant areas of the SU.
- C. Scrutinise both the Union's and University's Equality & Diversity policies to ensure that they protect the rights of and promote the involvement of postgraduate students; and to ensure that the Equality & Diversity policy is properly implemented at all times.
- D. To produce campaign materials and resources to inform and educate all students about Postgraduate students' issues.

### General Responsibilities:

- A. Any other duties reasonably required by the SU Council or Executive Committee.
- B. Attend relevant meetings within the SU, with the University and other internal stakeholders.
- C. Ensuring activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

## Standards

- A. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. To actively demonstrate commitment to equality, diversity and inclusion.
- D. The post holder will be expected to abide by the Union's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

## Person Specification

### Essential:

- To run for this officer role, you must be recognised as a postgraduate by the University.

## Applicant information

- If you would like to clarify any information or have an informal chat about the role, please email [union.voice@aston.ac.uk](mailto:union.voice@aston.ac.uk).
- **Nomination period:** From 10/October/2022 9am until 24/October/2022 9am.
- **Training:** 25/October/2022 from 2pm.
- **Manifesto Deadline:** 27/October/2022 at 12pm (noon).
- **Voting period:** From 01/November/2022 9am until 03/November/2022 12pm (noon).
- **Term of Office:** January 2023 until June 2023.

It is a voluntary role and the successful candidate will carry out the role alongside their studies. All elected Officers will be given training and support to carry out their role, so no previous experience is needed!