

Postgraduate Taught President

As Postgraduate Taught (PGT) President, you will represent postgraduate taught students in academic and University matters. You will work closely with elected student representatives to ensure they are engaged in policy developments and discussions in both the Association and the University. You will represent the views of postgraduate taught students in a wide range of University committees, ensuring student voice is effectively communicated across varying levels of the University and Association.

Specific Responsibilities

- Represent postgraduate taught students in academic matters and the wider postgraduate taught students' university experiences.
- Line manage and support Postgraduate Taught Representatives and PGT academic training.
- Serve as a member of the Education Executive and Union Executive.
- Serves as the PGT student member on key University committees, chairs the PGT Forum. And co-chairs the PG Network.
- Communicate updates to the PGT community and liaise with relevant University offices and elected officers.
- Work with the Academic Representation Coordinator to support PGT Representatives and develop resources.
- Be an active member of relevant committees within the Students' Association, the University, and elsewhere.

General Responsibilities

- Shall work collaboratively as part of the Association Executive team, to be collectively responsible for the political leadership of the Students' Association.
- Shall work part-time and represent the interests of postgraduate taught students to the University of St Andrews.
- Work with University staff to implement changes based on PGT Rep and/or student feedback
- Follow up regularly with University staff to ensure changes are being implemented
- Manage conflicts of interest for PGT Reps; for instance, by stepping in to advocate on behalf of a student(s) where the PGT Rep is unable
- Bring University-wide issues to the President of Education and for discussion at the PG Academic forum as appropriate.

- Shall share the responsibility of communicating with the student membership, keeping all our members informed about the work of the Executive Officer team as well as the Union's services for its members.
- Shall work collaboratively with the staff team within the Students' Association to further the mission and goals of the organisation.
- Shall fulfil their role as outlined in the role description and to support wherever necessary other student officers in the fulfilment of their roles.
- Shall act as an ambassador for the St Andrews student community.
- Shall lead on the implementation of Union policies, Laws, Standing Orders, relevant to their role.

Memberships

The below membership outlines some of the meetings this role is expected to attend as part of their representational duties. Other meetings are confirmed annually in July/August in collaboration with the University.

- University Academic Senate
- PG Academic Forum
- Postgraduate Group
- PG Forum
- All-Student Forum
- Observer of Students' Association Trustee Board

Details of the job

Position: Part-Time Executive Officer

Start Date: 12th October 2026

End date: 5 July 2027 (with option to stand for one further year*)

Hours of work: part-time, working 16 hours per week Monday - Friday. Some unsociable hours including weekend work may be required at times

Contract: Fixed term contract starting 12th October 2026

Induction: Induction is provided from w/c 12th October

Salary: 3.14 of the University pay scales. Currently £11,390 (£25,804 FTE)

*If an individual has already served one term as a full-time paid officer, they will not be eligible to stand for a further term.