

July-June, full-time Sabbatical Officer

## KEY RESPONSIBILITIES

As Director of Education (DoEd), you will lead the representation of students across a portfolio including educational experiences, undergraduate (UG) and postgraduate (PG) study, and employability. You will work closely with students and staff to ensure effective academic representation at the University. Alongside the Association President and Director of Wellbeing and Equality, you may contribute to national lobbying and representation. You will lead and contribute towards policy change within both the University and Students' Association and serve as the primary point of contact for the Proctor's Office, the University's academic community, and several of its service units. You will lead the academic representation system with over 400 volunteers, line managing the Postgraduate Academic Convenor and the Faculty Presidents and their officers and subcommittees. You will be supported by the Academic Representation Co-ordinator and an Academic Representation Intern to fulfil your responsibilities.

You will undertake representational duties on a wide range of University committees, including as a student governor on University Court and student assessor to University Senate, a member of Academic Monitoring Group, Learning and Teaching Committee, Education Strategic Management Group, Curriculum Approvals Group, University-led Reviews of Learning and Teaching, St Andrews Enhancement Theme, Enhancement Led Institutional Review Panel, and others. You will serve as a Senate Appeals Assessor, reviewing academic appeals submitted by students. You will also undertake representational duties on a range of Students' Association bodies, including the Students' Association Board (SAB), Students' Representative Council (SRC), Academic Representatives' Forums, and Teaching Awards. You will fulfil the role of a trustee of the Association, responsible for overseeing its functions as a charity, and representing students.

## SPECIFIC DUTIES

- Lead and support student representatives, including the Faculty Presidents, PG Academic Convenor, SRC Employability Officer, School Presidents, and Language Convenors, and the Postgraduate Society.
- Have overall responsibility for leading, supporting, and training academic representatives, including School Presidents, Language Convenors, and Class Representatives.
- Participate in internal quality assurance and enhancement procedures at the University.
- Be an active member of relevant committees within the Association, the University, and elsewhere.
- Alongside the Association President, take responsibility for researching and responding to consultation documents relating to higher education, and for national representation of St Andrews students.
- Liaise with Association staff to carry initiatives related to improving students' educational experiences forward.
- Fulfil the duties of a student member of University Court and an observer to Planning and Resources Committee of Court
- Act as a sabbatical student trustee to the Students' Association Board and the duties that come with this.
- Act as line manager to Education Committee.
- Work collaboratively with the other sabbatical officers as part of a close team.

## FURTHER DETAILS

- Specific hours are not prescribed for Sabbatical Officers. Instead, Sabbatical Officers will be expected to manage their own workloads to ensure that they are completing their duties. This may include evening or weekend work. The expectation of the Board is that Sabbatical positions will not normally require more than 40 hours per week on average.
  - Additional details regarding sabbatical workload, annual leave, and scheduling are available upon request (email unionhr@)

July-June, full-time Sabbatical Officer

## FURTHER DETAILS (CONTINUED)

- Remuneration for this role in 2023-24 is currently under review; for 2022-23 the role was paid £20,130 per annum.
- You will be expected to work full time in June as part of the handover process, before officially assuming your role on 1st July. You will be paid for this additional month.
- Sabbatical officers are registered as students with the University, and remain exempt from council tax in Fife. Sabbatical Officers do not pay tuition fees.
- This role is open to all currently matriculated students. Candidates can be undertaking undergraduate or postgraduate study.

## USEFUL SKILLS AND CHARACTERISTICS

- Experience within the Association's (academic) representation network.
- Dedicated to improving student representation and democracy.
- Excellent verbal and written communication skills.
- Able to quickly master complex issues.
- Able to handle confidential information.
- Flexible and responsive.
- Organised, with good time management skills.
- Strong leadership and teamwork skills