Job Description:

PGR School Representative – Faculty of Science and Engineering

The expectations of PGR School Representatives are to represent your peers at a School level and raise issues brought to your attention via the Departmental PGR Representatives and the PGR Representative Faculty Network. You will also attend appropriate School and Faculty committees.

Purpose

- To be an effective channel of communication between PGRs, your School and the FSE Doctoral Academy (DA).
- To represent relevant groups of PGRs in appropriate discussions on University postgraduate research policy formulation and development.

Main Responsibilities

- To attend all relevant meetings, including Faculty and School committees, PGR Representative Faculty Network forums (1-2 per semester), PGR Online Open forums and other appropriate fora to represent the views of PGRs.
- To participate in all relevant Health and Safety committees.
- Discuss, negotiate and find solutions to the issues raised.
- Arrange for departmental representatives to fulfil commitments if you are unavailable.
- Please note that your involvement in other relevant PGR Representation activities may be requested throughout the year.
- To attend training sessions on PGR representation facilitated by the Students' Union and DA.
- To proactively consult with and listen to fellow PGR's views, concerns and academic issues in order to effectively represent their academic interests.
- To co-ordinate PGR representation within the area, where appropriate.
- To feedback outcomes of representations to fellow PGRs via chosen means (physical or electronic).
- To liaise with other PGR representatives (Department) within the School and faculty on matters arising from Departmental committees and disseminate feedback from School and Faculty-level committees.
- To ensure PGRs in your School know who you are, how to contact you and that you are available and respond in a timely manner.
- To liaise with the Academic Lead for PGR Research Culture and FSE DA Experience team as first point of contact for support.
- To liaise with the PGR Officer at the Students' Union about current PGR matters and initiatives.
- To promote the role of PGR School Representative and help raise awareness of the support the role can offer.
- Know your limits. You are not responsible for solving every problem. Most often you will be signposting PGRs to where they can receive help. If in doubt, refer PGRs to the DA (FSE.doctoralacademy@manchester.ac.uk) who can advise.
- Submit regular time contribution forms as requested by the DA Experience team. Failure to submit may affect your Rep payments.

Person Specification

Essential

- Flexible and responsive to the needs of your peers with excellent communication skills and the ability to provide appropriate information, advice and guidance.
- Excellent organisational skills, able to prioritise a variety of commitments alongside your research.
- Experience of playing an integral role in a team environment, with the ability to be flexible and provide support for colleagues as well as motivating and inspiring your fellow PGRs.
- Good problem solving skills with the ability to identify and resolve issues effectively.
- A commitment to the University's research culture and to the provision of the best possible support to fellow PGRs.
- Actively promote awareness of EDIA issues and enhance and embed EDIA across the PGR community.
- Proven ability to take initiative and motivate and engage fellow PGRs.

Desirable

- Experience of being an active member of the PGR community and having taken positive actions to improve the PGR experience for all PGRs in the Department.
- Previous experience of participating in departmental events, such as PGR Open Days and PGR Welcome events.

Selection Criteria

As part of the selection process, we will be looking for applicants who can demonstrate the skills, knowledge and experience listed above to fulfil the role successfully. We are looking for candidates who can provide fair and honest representation for their peers. We wish to appoint a candidate who is committed to promoting inclusivity and will provide a safe space for their peers to feel that they can be heard.

Skills Development

PGR representatives will have the opportunity to develop the following skills:

- Communication, presentation and diplomacy
- Teamwork
- Assertiveness
- Networking
- Organisational and management skills
- Negotiation
- Build experience in leadership

Main Contacts

- Appropriate academic and administrative staff within the School, Faculty, Doctoral Academy Experience Team and across the University.
- PGRs within the designated area.
- Other PGR Representatives.
- Students' Union.

Training

- PGR Representative training will be delivered by the Students' Union and the FSE Doctoral Academy.

Time Commitment

- We anticipate that the approximate number of hours over the academic year will be 90 hours per Representative, depending on your meeting requirements, seeking input/feedback and other duties as required by the role.

Payment Method

- You will be paid a stipend of £150 per month.