

## **Job Description:**

### **PGR Departmental Representative – Faculty of Science and Engineering**

This is a volunteer role and a great opportunity if you aspire to become either a Lead Departmental or School Representative.

The expectations of volunteer PGR Departmental Representatives are to represent your peers at a departmental level and raise issues brought to your attention via departmental meetings, other Departmental Representatives and various forums.

### **Purpose**

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

### **Main Responsibilities**

- To proactively consult with and listen to fellow PGR's views, concerns and academic issues in order to effectively represent their academic interests.
- To feedback outcomes of representations to fellow PGRs via chosen means (physical or electronic).
- To attend all relevant meetings, including departmental Staff Student Liaison (SSLC) committees.
- To liaise with the PGR Representatives within the department to initiate collaborations and share ideas, including promoting, planning and organising local activities and events.
- To attend training sessions on PGR representation facilitated by the Students' Union and DA.
- To ensure PGRs in your department know who you are, how to contact you and that you are available and respond in a timely manner.
- To liaise with the nominated member of academic staff and FSE DA Experience team as first point of contact for support.
- 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](mailto:FSE.doctoralacademy@manchester.ac.uk)) who can advise.

### **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.
- 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.

### **Desirable**

- 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

### **Main Contacts**

- Appropriate academic and administrative staff within the Department/School and Doctoral Academy Experience Team.
- 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 value all inputs you have and your involvement will contribute to a stronger PGR Representation system. We anticipate that most volunteers may spend between 10 - 20 hours per year per representative, which includes mandatory training.