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## SU VICE PRESIDENT - ROLE DESCRIPTION 19/20

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**Salary:** Point 12 of the University Single Pay Spine (currently £19305)

**Updated:** 24<sup>th</sup> September 2019

**Reports to:** SU Board of Trustees

### Role Description

Together with the President, the Vice-President ensures that students are represented at every level within the University, locally and nationally, and oversees the effective day to day running of Harper Adams Students Union. The Vice-President's further responsibilities include engaging with the Academic Representation structures within the University and ensuring effective pastoral support on an individual and collective basis, developing and ensuring effective wellbeing and diversity campaigns are delivered, leading the Unions volunteering activity, and enabling all students of Harper Adams to effectively engage with the Union (through varied and responsive activities and communications).

### Principal Duties

- To represent the students of Harper Adams University within University structures and externally, ensuring the student voice is effectively heard.
- Actively contribute to the development of the Union Strategy and objectives- identifying targets and measuring achievements as appropriate.
- To be an active leader in advancing and promoting the agreed strategy of the Students Union.
- To uphold the democratic system of the SU, and be accountable to the membership.
- To ensure that the SU policies are adhered to, and updated accordingly.
- To ensure that the activities of the Union reflect the demographics of the membership, and that their interests are recognised appropriately.
- To ensure that the activities of the Union adhere to, and promote behavioural standards expected by the Students Union and the University's Code of Conduct.
- To execute the duties of the office of Vice President to highest standard, ensuring the position is properly held accountable and held in the highest regard.

### Role specifics, working within Harper Adams Students Union

#### Communications

- To ensure effective engagement with the membership, delivering varied and appropriate communications across campus.
- Ensure that the Unions activities are guided by and reflect accurately, the needs and opinions of the membership.
- To provide leadership in the development and support of Student Media initiatives.

### **Academic representation**

- To ensure the Union engages with and supports the student representatives within the University structures (eg Course Reps).
- To consider and determine how the Union provides pastoral care for students facing disciplinary action from the University (academic and non-academic). Ensuring consistent, non-judgemental and impartial representation.

### **Leading work on welfare, diversity and campaigns**

- To be the lead, and main contact for, the Unions delivery of support for International students, ethnic minorities, students with disabilities, postgraduate students, parents and carers.
- To lead the Unions activity supporting and promoting campaigns relating to sexuality and gender-based issues.
- To develop and lead campaign activity focused on student health, wellbeing and safety, and be the lead contact on all issues regarding the safety of Harper Adams students.
- To ensure the effective representation and engagement of "non-traditional" students at Harper Adams, including the delivery of a programme of Union activity encouraging participation.
- To ensure all members receive fair and equal access to the services and activities of the Union.

### **Volunteering and the local community**

- To take the lead in supporting and developing the Unions Volunteering opportunities
- To contribute to the Unions work in developing strong and positive relationships with the community in the locality of the University, and the nearby town of Newport.
- To develop links with local community groups in order to enhance the reputation and positive impact of students within the local area.

### **Working with Harper Adams University**

- To actively represent the Students, and the Students Union, on University Committees (particularly those related to community and engagement), and including Academic Board
- To act as an ambassador, leader and promoter of the non-academic student experience within the University community.
- To ensure that the University Senior Management are informed of the SU activities and initiatives within the area of the responsibility of the role.
- To form and develop productive and professional relationships with key University depts. including (but not limited to) Student Services, Estates, Porters, Domestic Services, & Marketing.
- To undertake any other duties agreed by the Board of trustees that are commensurate with the role, and that may be required from time to time.

This is a description of the post as it is presently constituted. The Students Union reserves the right to periodically examine an employee's JD and to update or amend in order to ensure it delivers the needs of the Union.

### **What could YOU bring to this role?**

*\*\*Keep an eye out for the role during the SU elections in term 2, for a chance of holding this amazing position\*\**