

Job Description - Student Influence: Coordinator (Academic Advocacy)



SU PURPOSE:	To provide an outstanding student experience
DEPARTMENT:	Student Influence: Voice & Advocacy Team
DEPT PURPOSE:	Strengthening Student Representation & University Influence
JOB TITLE:	Student Influence Coordinator (Academic Advocacy)
REPORTING TO:	Student Influence Manager (Voice & Advocacy)
DIRECT REPORTS:	None
PURPOSE OF ROLE:	To lead the effective delivery, development and continuous improvement of Sheffield Students' Union's Academic Representation system, ensuring students are empowered to influence and improve their academic experience. The role will build a strong and connected community of Academic Reps, develop effective relationships with University colleagues and academic departments, and use data, insight and student feedback to demonstrate and strengthen the impact of student representation.

IN PARTICULAR:	1. Support and develop the Academic Representation system, ensuring it is accessible, inclusive, effective and responsive to the changing needs of students and the University. 2. Providing skills, information and expertise that empower students to make positive change (on and off their course).
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MAIN RESPONSIBILITIES		KEY RESULT AREAS
1. Support the effective delivery and continuous development of the Academic Representation system.		
a)	Develop, maintain and continuously improve the frameworks, processes, guidance and resources that underpin the Academic Representation system, ensuring they are clear, accessible and fit for purpose.	<i>A consistent and high-quality Academic Representation system across the University.</i> <i>High quality student activity</i> <i>Clear roles, responsibilities and expectations for Academic Reps and relevant University staff.</i>
b)	Coordinate the annual cycle of Academic Representation, including recruitment, induction, training, engagement, communications, feedback and recognition.	<i>Strong recruitment and retention of Academic Reps.</i> <i>High levels of engagement throughout the academic year.</i> <i>Academic Reps understand their role and feel confident carrying it out.</i>

		<i>Effective systems are in place to support Reps at every stage of their role.</i>
c)	Work with colleagues and University partners to identify opportunities to strengthen student representation within academic departments, faculties and University committees.	<i>Academic Reps have meaningful opportunities to influence decision-making.</i> <i>Stronger links between Academic Reps and University decision-makers.</i> <i>Student representation is embedded within relevant University processes.</i>
2. Build a connected, active and supportive community of Academic Reps.		
d)	Develop opportunities for Academic Reps to connect with one another, share experiences and good practice, and work collectively on issues affecting students.	<i>Academic Reps feel part of a wider community.</i> <i>Increased collaboration and peer support between Reps.</i> <i>Reps are able to identify shared issues and work collectively to address them</i>
e)	Design and deliver engaging training, development and networking opportunities for Academic Reps throughout the year.	<i>Academic Reps develop the knowledge, confidence and skills required to be effective representatives.</i> <i>High satisfaction with training and development opportunities.</i> <i>Increased progression and recognition of student leadership</i>
f)	Support Academic Reps to gather student views, identify priorities and work collectively to create change.	<i>Academic Representation provides meaningful leadership and development opportunities.</i> <i>Academic Reps are connected to wider student voice and campaigning activity.</i>
3. Develop strong partnerships between Academic Reps, the Students' Union and the University.		
g)	Build and maintain effective relationships with University colleagues across faculties, departments and professional services ensuring Academic Reps are appropriately supported and have meaningful opportunities to influence academic decision-making	<i>Strong and constructive relationships with University colleagues.</i> <i>Academic Reps have meaningful access to relevant decision-making spaces.</i>

h)	Support Academic Reps to work constructively with University staff to identify issues, develop solutions and influence improvements to students' academic experience.	<i>University colleagues understand and value Academic Representation.</i> <i>Evidence of students influencing improvements to their academic experience.</i>
i)	Encourage Academic Reps to collaborate with each other and the wider pool of student leaders to effectively campaign for change, provide advice and guidance to members on issues of social justice, sustainability, policy development, local, national and international campaigning	<i>Students are influential, and improvements are made within the University and wider society</i>
4. Develop an evidence-led approach to understanding and demonstrating the impact of Academic Representation.		
j)	Develop and maintain systems for collecting and analysing Academic Rep data, including recruitment, participation, activity, feedback and outcomes.	<i>Clear understanding of participation, engagement and representation across different student groups and academic areas.</i> <i>Data is used to identify gaps, trends and opportunities for improvement.</i>
k)	Monitor and evaluate the effectiveness of the Academic Representation system, using evidence to inform its ongoing development.	<i>The Students' Union is recognised as a knowledgeable and effective partner on academic representation.</i>
l)	Communicate and promote the impact of Academic Representation, ensuring students, Reps, University colleagues and the Students' Union can see the difference student representation has made.	<i>Students can see the difference their participation has made.</i> <i>University colleagues understand the value and impact of Academic Representation.</i> <i>Regular impact reporting and case studies demonstrate student influence and change.</i>
4. General Duties		
j)	Maximise the potential of effective internal communication.	<i>Appropriate channels and targeted messaging is used to engage with a variety of audiences.</i>
k)	Contribute to the positive image of SSU with students, University other stakeholders and staff.	<i>High satisfaction responses to surveys, NPS, awards etc.</i>
l)	Work with colleagues to ensure a full effective service is provided at all times; provide cover as necessary.	<i>Maximum availability of services.</i> <i>Embrace the culture of SSU and its values.</i>

m)	Ensure personal knowledge and skills are up to date to ensure effectiveness in meeting work objectives.	<i>Evidence of attendance at training events, seminars, conferences etc.</i> <i>Embrace change and development in a positive manner.</i>
n)	Such other duties as may be reasonably prescribed by SSU, appropriate to the grade and responsibilities of this post.	<i>Embrace all opportunities in a positive manner.</i> <i>Willing to use new methods and approaches.</i> <i>Enthusiasm towards changing circumstances.</i> <i>Staff behaviours are demonstrated.</i>

Staff Behaviours:

The following behaviours has been developed in line with our organisational strategy for staff to aspire to, and be measured against, as part of their annual performance review and ongoing development:

- Delivers service excellence
- Communicates effectively and works as a collaborative team
- Builds strong working relationships
- Demonstrates social responsibility, recognises ethical and environmental working and complies with legal requirements
- Creates and maintains a 'can do' culture
- Demonstrates financial awareness and optimizes the use of resources
- Demonstrates creativity and innovation
- Demonstrates effective decision-making and problem-solving

PERSON SPECIFICATION

KEY: **E** = Essential, **D** = Desirable
A = Application Form, **I** = Interview; **X** = Assessment Exercise, **R** = References;

	CRITERIA	E / D	Assessed Via
Specialist Skills:	A passion for student-led change, and students' role in shaping their academic experience	E	A / I
	Excellent communication and team-working skills; able to collaborate and develop strong stakeholder relationships	E	A / I
	Current knowledge and understanding of issues and policies impacting on students within a Russell Group university	E	A / I
	Current knowledge of student-led engagement at Sheffield, such as Academic Reps, societies, or student activism	D	A / I
	Ability to support, advise and guide volunteers	E	A / I
	Ability to plan and deliver training	D	A / I
General Skills:	Ability to work within systems, with a set role that supports a larger vision	E	A / I
	Excellent organisational skills; the ability to work under pressure and meet deadlines while maintaining attention to detail	E	A / I
	Ability to use initiative and solve problems independently and creatively	E	A / I
	A constructive, impartial approach to platforming student views, offering evidence based advice to student leaders.	E	A / I
Experience:	Experience of working with student representatives, leaders or volunteers preferably in a higher education (University or Students' Union) environment	D	A / I
	Engagement with spaces of student belonging (e.g. Societies) or influence (i.e Academic Reps, student activism)	D	A / I
	Experience adapting to new systems, including digital systems (e.g. Google apps, Asana)	D	A
Attitude:	Commitment to working in line with our Staff Behaviours	E	A / I
	Commitment to a building positive relationships, based on mutual trust and flexibility when required	E	A / I
	Willing to work flexibly and embrace change in a positive manner	E	I
Qualifications / Training:	Willing to undertake development related to the role or which supports Sheffield Students' Union (SSU) priorities	E	A / I