

Head Rep Role Description

With over 550 course reps across the university, Head Reps provide the next platform of student representation. Head Reps advocate the student voice at a higher level across their School and discipline. After already gaining experience as a Course Rep in previous years the Head Rep will represent the student voice at a more senior level.

As a Head Rep, you are expected to:

- Coordinate Course Reps and act as the main point of contact for broader feedback that may need escalating within the University
- Engage and support Course Reps to be effective and empowered in their roles
- Escalate feedback to the appropriate staff or Students' Union representatives where necessary
- Motivate and support Course Reps within your area, with a particular focus on first-time Reps
- Co-chair Student Academic Partnership Forums (SAPFs) with an academic member of staff, including preparing with Course Reps beforehand and following up on agreed actions
- Hold meetings with Course Reps to prepare for SAPFs
- Encourage strong communication between Course Reps
- Encourage and share Course Rep successes with the wider student community and staff
- Promote the Course Rep role to students
- Promote and encourage use of the Students' Union feedback platform, regularly reviewing and responding to feedback from across your School
- Attend semesterly meetings with the Vice President Voice
- Commit approximately 15 hours per semester to the role

As a Head Rep, you can expect your Department to:

- Help you to advertise your position as a Head Rep to your cohort
- Facilitate representation within your School/Department (e.g. giving you adequate notice of upcoming meetings)
- Respond and take action on feedback posted on discussion boards on Unitu

As a Head Rep, you can expect the Students' Union to:

- Confirm in writing (email) that you have been appointed to be a Head Rep, and outline the group of students you will be representing
- Contact you in semester one regarding training dates
- Offer advice and guidance to enable you to represent your cohort effectively
- Ensure that contact details are available for you to contact your VP Voice with any queries or problems
- Facilitate Student Voice Forums to allow you address issues directly to the University's Senior Management team via email to the VP Voice
- Promote the work of Head Reps throughout the year
- Identify issues that require involvement of senior members of University staff