

# SABBATICAL OFFICER TRUSTEE UNDERGRADUATE OFFICER JOB DESCRIPTION



Job title:	Undergraduate Officer
Location:	Your normal place of work is 4 Worcester Street, Oxford, OX1 2BX. We expect all employees to be in the office at least 60% of the time; during term time, officers will probably need to be on-site most days, depending on business need.
Working hours:	37.5 hours - to be worked according to business need
Contract:	One year fixed term
Salary:	£28,081
Term in office:	01/07/25 - 30/06/24
Holidays:	24 days + 6 fixed closure days + 8 public holidays

## Job Purpose

The main focus of this role is representing undergraduate students in relation to their educational experience at the University of Oxford internally and externally. You'll gather an access actionable insight on the undergraduate student experience and advocate for student needs and rights, influencing decisions and engaging in academic policy development across the collegiate university. You'll work with students and other representatives in partnership with college and University staff to co-create solutions and policies to improve the lives of undergraduate students.

## Key Staff Stakeholders

- Pro-Vice Chancellor (Education)
- Education Policy Support
- Centre for Teaching & Learning
- Academic Registrar
- Divisional Administrators
- Senior Tutors
- Quality Assurance Working Group (QAWG)
- Quality Assurance Subcommittee
- Taught Degrees Panel
- Admissions Committee
- Admissions Executive
- Digital Education Strategy Review Group

## Key Committees

- Education Committee
- Council
- Curators of the University Libraries
- Joint Fees & Student Support Advisory Group

## Key Student Stakeholders

- Divisional Representatives
- Course Representatives
- Common Room Academic Officers
- JCR Presidents & Vice Presidents

## Responsibilities

**As a Representative of the Students' Union**



- To attend and actively contribute to committees and working groups across the collegiate university
- To build collaborative and mutually beneficial relationships with student members, student representatives (i.e. Divisional and Course Reps as well as Common Room Reps), as well as key university and college stakeholders
- To work with SU staff and other stakeholders to identify work towards policy targets to improve students' educational experience
- To proactively engage student members and representatives in consultation and policy development work
- To work within the SU's governance and democratic structures, ensuring that decisions are made in line with the articles and bye-laws of the organisation and that you remain accountable to the membership through your actions
- To represent Oxford SU nationally, through organisations such as NUS
- To work specifically with Divisional Representatives, Course Representatives, through Consultative Committees and Common Room Academic Reps to deliver high-impact education focused representation across the collegiate University

#### **As a Member of the Sabbatical Officer Team**

- To work collaboratively with the other sabbatical officers, and the Senior Leadership team as an equal member of the team
- To assist other sabbatical officers in their work, including deputising on committees
- To identify and work towards joint policy targets and to consult with other officers where their portfolios are relevant to policy targets that you are working towards individually

#### **As a Member of Staff within the Students' Union**

- To contribute to organisational priorities and strategic plans, including supporting the gathering of insight and data
- To work collaboratively with all other employees of the students' union
- To follow all SU policies and procedures in relation to your employment
- To support organisation-wide projects and activities including Fresher's Fair

#### **As a Sabbatical Officer Trustee**

- Ensuring that Oxford SU only uses its resources in pursuit of its stated objects (purposes) defined in the Articles as Association. Contributing to the development of long-term strategies to achieve these objects, ensuring that Oxford SU defines its goals and regularly evaluates performance against agreed targets
- Ensuring that Oxford SU complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Safeguarding the good name and values of the organisation, and always acting in the organisation's best interests
- Ensuring that decisions are made taking account of and protecting the financial stability of Oxford SU
- Ensuring that the Board gives proper consideration to decisions made through Oxford SU's democratic processes, bringing your specific lived experience as a student.
- In achieving this, Trustees are expected to review board papers, lead discussions, focus on key issues, provide advice and guidance on new initiatives and advise on any issues related to the student experience