

## Supported by

- Sabbatical Officers
- Student Voice Team
- Student Rep Coordinator

## Role Objective

To work closely with the Chair and Student Rep Coordinator (SRC) to ensure the organisation and effectiveness of Student Staff Panels (SSPs).

## Responsibilities

- Attend Vice Chair Training with the Students' Union
- Assume the role and duties of the Chair in the event of their absence at SSPs.
- Confirm actions resulting from meetings.
- Support the Chair in setting the date for the SSPs, and confirming the agenda in advance
- Work with the Chair to invite relevant staff and students to SSPs
- Work in partnership with the Chair and SRC
- Promote professional conduct at SSPs
- Attend College Forums with College Deans, where appropriate

## Developmental Opportunities

- Receive a certificate
- Engage with the Students' Union Skills Development Service
- Become a Wellbeing Champion
- Join a Sabbatical Officer Executive Committee
- Attend the Academic Rep Conference
- Pioneer a school project
- Nominate yourself in the Students' Union elections
- Be nominated for an Enriching Student Life Award

### Cardiff University Students' Union Values

#### Student Leadership

We will ensure that students are involved in decision making at all levels across the organization, and feel empowered to create change

#### Inclusion

We are committed to engaging with all our student members, through reducing barriers to participation and reaching out to underrepresented groups

#### Partnership

We will ensure we develop effective and impactful partnerships with organisations that help us achieve our strategic priorities.

#### Diversity

We will celebrate the diversity of our staff and student membership, and will support students to be a voice for change in challenging injustices throughout education and society.

#### In your role as an Academic Rep, you are **NOT** expected to deal with

- Disputes between students and academic staff e.g. harassment,
- Formal procedures e.g. exam failures, academic appeals, individual hearings, extenuating circumstances, fitness to practice
- Financial, funding, money queries
- Welfare problems, health and personal issues e.g. housing, employment, immigration

If a student approaches you with a problem and you are unsure where they should be signposted, please contact

[StudentReps@cardiff.ac.uk](mailto:StudentReps@cardiff.ac.uk)