



Vice President (Academic Affairs)

Dale Lane (2002/03)

General Outline of the Job

Responsible for the Students' Union activities in the following areas...

- **Individual Academic Representation** - Casework based advice and representation.
- **Student Training** - Free training in a variety of areas, both course-related and other.
- **Development and Volunteering** - Offering personal development opportunities.
- **Collective Academic Representation** - Lobbying and Committee-level representation
- **Advice and Representation Centre** - Academic and welfare advice and representation.
- **Student Academic Feedback** - Giving students an input in course development.
- **Research** - Ensuring that the Students' Union knows what students want.
- **Widening Participation** - Raising aspirations of those under-represented in HE.
- **Student Employment** - Helping students find part-time / vacation employment.
- **University Internal Reviews** - Participating in reviews of Departments and services.

Regular Work (daily):

- Academic case work (appealing degree classifications, appealing progression decisions, complaints about treatment etc.) – involves meeting with students individually, listening to their problems, explaining their options to them and advising them, working with them to write letters and appeal statements, acting as an advocate to Appeal Panels/Exam Boards/Boards of Study etc.
- Responding to University on any academic-related matter – mainly through writing papers, emails and attending meetings!
- Communications – writing newsletters, putting news on BathStudent.com, writing emails, writing for impact

Regular Work (weekly):

- Working with volunteers in each area (e.g. TDV, SORTED) to oversee and develop student activities and opportunities – mainly through meetings
- Liaising with staff in each area (e.g. SORTED, AWARE) to update and identify any emerging patterns requiring Sabbatical representation or further investigation (such as a number of students coming to AWARE with a similar complaint or problem)
- Communications (face-to-face) – mainly through door-to-door around University accommodation and canvassing in Plug/Parade

Regular Work (monthly):

- Reviewing Students' Union Financial Management Accounts
- Reviewing Action and Development Plans for areas identified above (under General Outline – e.g. TDV, SORTED, AWARE, JobLink etc.) and reacting accordingly

Project Work

Project work that you fit in when you are not doing routine work (non-contact time)

- **Institutional Audit** – Collecting feedback and writing the student submission for QAA (including the creation and support of an academic feedback structure robust enough to support this – including major changes with wide implications)
- **Developmental Engagement** – Writing the student submission for the in-depth subject review carried out by the QAA.
- **Personal Development Planning** – Introducing structured and supported reflecting and planning to the University.
- **InsightPlus** – Coordinating and developing a programme for accrediting skills and experiences gained in part-time and voluntary work.

- **BathStudent.com** – Developing the new web-based communications tool – finding ways to improve the areas I am responsible for using this technology
- **Handbooks and Publications** – Producing and developing a range of training, development and academic-related publications
- **AWARE Quality Mark** – Working towards a quality mark for the AWARE Centre
- **Volunteer Accreditation** – Developing a system of official accreditation for volunteers
- **Democratic Reforms** – Implementing major changes to the Union's democratic structure
- **Associated Colleges** – Supporting and representing students at associated colleges
- **Strategic Planning** – Financial and development planning for both the Students' Union as a whole, and the areas for which I have responsibility

Other Initiatives

This is work that you are doing because of your interests, rather than because it's your directly related to job.

- **Communications Strategy** – Creating a culture change in how the Union promotes itself
- **Induction Talks** – Giving SU induction talks and tours, Open Days and Departmental talks
- **Research Projects** – Creating online surveys and polls to allow greater feedback from the student population

Anything Else you do!

Can include some examples of the work you've done which doesn't fit above.

- **Lobbying against student hardship** – Lobbying the Government about student hardship and helping with the campaign.
- **Recruitment of staff** – from approving job profiles and advertisements, short listing candidates and interviewing, both individually and as part of an interview panel.
- **National QAA Work** – leading on a national level, from writing and delivering training sessions for SU Education Officers, to writing papers and models on academic representation used by other Students' Unions

Accountability

Who are you accountable to?

- Students' Union Council
- Students' Union Executive
- Students' Union Annual General Meeting
- Academic Council
- Academic Executive
- Opportunities & Development General Meeting
- Opportunities & Development Executive
- NSLP Committee

Responsibilities

What are your main responsibilities other than what is stated above?

- Coordinate Students' Union response to University on any academic issue
- Coordinate and develop student training and personal development activities

Associated College Convenor:

Chippenham College

(HND Business, HND Childhood, HND Media, HNC Computing, Cert Ed (PCET))

Key staff contact / liaison

Who do you work with and why?

- Research, Information Services & Support Coordinator (Shaun McGall)
On University-wide academic issues and coordinating Academic Reps system
- Market Research Analyst (Clare Williamson)
On developing and implementing research projects
- AWARE staff (Leah James and Cathy Dunne)
On individual casework of academic issues
- TDV staff (Edwin Dyson, Jayne Cresswell)
On coordinating and developing volunteering activities
- SORTED staff (Edwin Dyson, Alison Collins)
On coordinating and developing student training
- JobLink staff (Anna Oswald, Kirsten Wakefield, Debby Cornish)
On coordinating and developing student employment service, and InsightPlus
- Senior Management (Mandy Wilson-Garner)
On general Union issues, particularly relating to Membership Services
- Associated College staff (Charlie Slack, Alison Collins)
On coordinating links with and support for Wiltshire College (Chippenham)
- University Quality Support Office (Rachel Cowie, Sally Tuffin)
On anything related to University regulations or procedures

Meetings Attended

Examples of some of the meetings you are responsible for attending

Students' Union:	SU Council, Executive, Sabbaticals, Sabbatical / Senior Managers Committee, Finance and Commercial Services Committee, NSLP Committee, Academic Council, Academic Executive, JobLink Team Meeting, Events Working Group, TDV Team Meeting, AWARE Team Meeting, Opportunities & Development GM, Opportunities & Development Executive, Research Information and Support Working Group
University:	Quality Assurance Committee, Learning and Teaching Committee, Graduate Studies Committee, University Council, University Senate, University Court, Council / Senate / Students' Union, Community Volunteering Advisory Committee, Widening Participation Advisory Committee, Boards of Study (1 per Faculty/School), Student Support Team Meeting, Access & Continuing Education, Week 1 Working Party, JobLink Steering Committee, Link Tutor's Forum, Institutional Audit Steering Group, Library Liaison Committee, Computing Liaison Committee, Placement Tutors Forum, Board of Studies (Access and Continuing Education), Staff Student Liaison Committees (1 per Dept - one each per year min.), Student Satisfaction Survey Steering Group, Discipline Engagement Steering Group, Modularization Working Group, Mary Tasker Learning & Teaching Awards Committee, John Willis Learning & Teaching Awards Committee, Careers Advisory Board, Enterprise & Key Skills Working Group, Senate Appeals Committee, HE Coordinators Forum, Personal Development Planning Working Party
External:	Access Advisory Partnership (involved in periodic consultation), Student Liaison Committee (working with local council)

Definitions

Abbreviations used in this document include:

- **AWARE** (Academic and Welfare: Advice and REpresentation Centre)
A student advice centre, offering advice and representation on any student issue
- **TDV** (Training, Development and Volunteer Centre)
A centre offering a variety of training, personal development and volunteering opportunities to students
- **NSLP** (National Student Learning Programme)
A national initiative of student training, offering peer delivery of key and transferable skills
- **SORTED** (Students, Officers & Representatives: Training, Education & Development)
Bath Students' Union free training scheme, offering a variety of sessions from NSLP student trainers, graduate recruiters, and local charities, companies and organisations
- **JobLink**
The Students' Union student employment service
- **QAA** (Quality Assurance Agency)
The Government agency responsible for monitoring the quality of Higher Education institutions.
- **GM** (General Meeting)
- **SU** (Students' Union)
- **BUSU** (University of Bath Students' Union)