Job Description:

PGR Departmental Representative – Faculty of Science and Engineering

This is a volunteer role and a great opportunity to support the PGR Representative community.

The expectations of volunteer PGR Departmental Representatives are to represent peers at a departmental level and raise issues via appropriate fora.

Purpose

- To be an effective channel of communication between PGRs in your department and the FSE Doctoral Academy.
- To represent relevant groups of PGRs in appropriate discussions on University postgraduate research policy formulation and development.

Main Responsibilities

- To proactively consult with and listen to fellow PGR's views, concerns and academic issues in order to effectively represent their academic interests.
- To feedback outcomes of representations to fellow PGRs via chosen means (physical or electronic).
- To attend all relevant meetings, including departmental PGR Voice committees.
- To liaise with the PGR Representatives within the department to initiate collaborations and share ideas, including promoting, planning and organising local activities and events.
- To attend training sessions on PGR representation facilitated by the Students' Union and DA.
- To ensure PGRs in your department know who you are, how to contact you and that you are available and respond in a timely manner.
- To liaise with the nominated member of academic staff and FSE DA Experience team as first point of contact for support.
- Know your limits. You are not responsible for solving every problem. Most often you will be signposting PGRs to where they can receive help. If in doubt, refer PGRs to the DA (FSE.doctoralacademy@manchester.ac.uk) who can advise.

Person Specification

Essential

- Flexible and responsive to the needs of your peers with excellent communication skills and the ability to provide appropriate information, advice and guidance.
- Excellent organisational skills, able to prioritise a variety of commitments alongside your research.
- Experience of playing an integral role in a team environment, with the ability to be flexible and provide support for colleagues as well as motivating and inspiring your fellow PGRs.
- A commitment to the University's research culture and to the provision of the best possible support to fellow PGRs.
- Actively promote awareness of EDIA issues and enhance and embed EDIA across the PGR community.

Desirable

- Previous experience of participating in departmental events, such as PGR Open Days and PGR Welcome events.

Selection Criteria

As part of the selection process, we will be looking for applicants who can demonstrate the skills, knowledge and experience listed above to fulfil the role successfully. We are looking for candidates who can provide fair and honest representation for their peers. We wish to appoint a candidate who is committed to promoting inclusivity and will provide a safe space for their peers to feel that they can be heard.

Applications will only be considered where candidates can commit to fulfilling the role for a full academic year.

Skills Development

PGR representatives will have the opportunity to develop the following skills:

- Communication, presentation and diplomacy
- Teamwork
- Assertiveness
- Networking
- Organisational and management skills

Main Contacts

- Appropriate academic and administrative staff within the Department/School and Doctoral Academy Experience Team
- PGRs within the designated area
- Other PGR representatives
- Students' Union

Training

- PGR Representative training will be delivered by the Students' Union and the FSE Doctoral Academy.

Time Commitment

- We value all inputs you have and your involvement will contribute to a stronger PGR Representative scheme. We anticipate that the approximate number of hours over the academic year will be between 10 - 20 hours per representative, which includes mandatory training.