

# <Job Description>

President of Student & Union Affairs

Student Union

Student Union



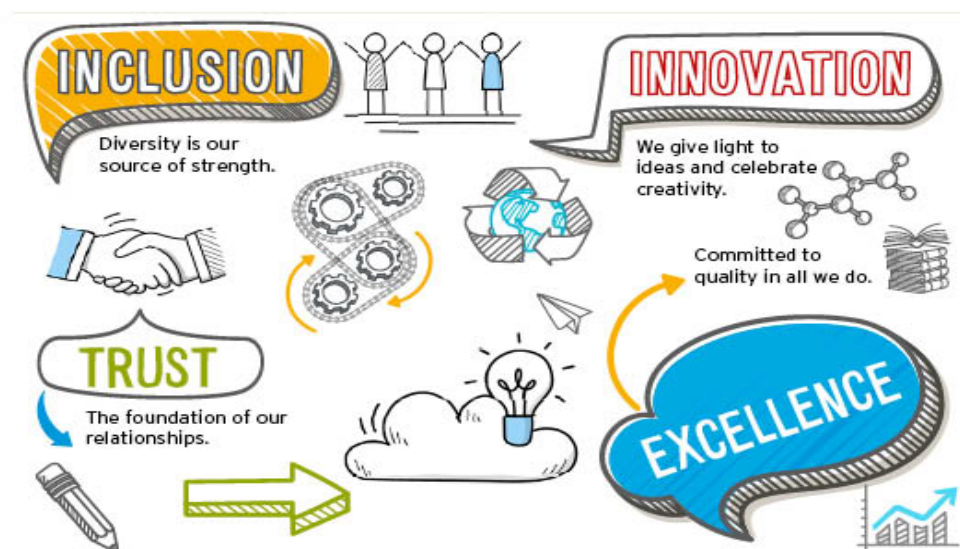
## Brief summary of the role

Role title:	President of Student & Union Affairs
Grade:	4
Faculty or Directorate:	Student Union
Service or Department:	Student Union
Location:	Student Union
Reports to:	UBU CEO
Responsible for:	n/a
Work pattern:	36.25

# About the University of Bradford

## Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



## Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"><li>• A current student at the University of Bradford</li><li>• Level 2 qualification (e.g. GCSE's grades A* to C/4-9)</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Working towards a higher education qualification</li></ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Confidence and ability to network with individuals and organisations</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Confidence to research and present agendas which relate to the student experience</li></ul>

### Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"><li>• Ability to establish strong working relationships with students and staff within UBU, the University of Bradford and external organisations</li><li>• Ability to lead and collaborate as part of a sabbatical team</li></ul>
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	<ul style="list-style-type: none"> <li>• Ability to work empathetically with fellow students to listen to their needs and be able to offer objective and supportive feedback without prejudice</li> <li>• Excellent communication, organisational, administrative and ICT skills</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Ability to contribute strategically to UBU's mission, vision and values</li> <li>• Good leadership skills</li> </ul>

## Main purpose of the role

Sabbatical Officer for governance and communication, responsible for representing the interest of the student body in all communication with the University of Bradford and UBU governance

Be the lead Sabbatical for UBU Council, UBU Executive, UBU General Meeting

Work with the relevant UBU staff on ways of communicating with the membership and University, ensuring UBU has sound governance

## Main duties and responsibilities

1. Primary representative of student views to the University and to local, regional and national bodies.
2. Trustee of the Students' Union, which is a charity under the Education Act 1994 and Charity Act 2006.
3. Work within the UBU constitution, its governing documents, and by-laws.
4. Enact governing documents, by-laws, and policy.
5. Member of the UBU Executive reporting to UBU Council and UBU General meeting
6. Work with the CEO to deliver the UBU Strategy.
7. Provides a student input by working with staff to ensure our student voice and activities meet the needs of students.
8. Accountable for working towards manifesto pledges.
9. Collaborate with other Sabbatical officers to ensure campaigns and events are relevant to the student body.
10. Abide by the sabbatical code of conduct.
11. Liaise with the senior Students' Union staff to ensure effective planning and delivery of Students' Union services and activities.
12. Ensure that the Trustee Board works effectively working with the UBU CEO and Trustee Board Administrator.
13. Work with the relevant UBU staff in relations to the democratic functions of UBU such as UBU General Meetings, UBU Council, UBU Executive, UBU Trustee Board, and UBU Elections.
14. Convene UBU General Meetings, UBU Council meetings and UBU Executive Meetings within the guidelines stated in the constitution.
15. Work with the relevant UBU staff to ensure the training of UBU Council, UBU Executive is met in line with UBU policies and procedures.
16. Ensure communications with the UBU Council and UBU Trustee Board are maintained.
17. Deputise for the Education Officer in their absence.
18. Conduct the appraisal of the CEO annually as directed by the UBU Trustee Board.
19. Work with the relevant UBU staff on UBU's communications strategy.



- 20.Oversee UBU's financial procedures and policies with the CEO ensuring they are maintained in an appropriate manner.
- 21.Link officer with the University in regard to Graduation ceremonies
- 22.Maintain the policy file and have final version of the memoranda and articles of association, by-laws, regulations, and policies.
- 23.Primary point of contact to the National Union of Students, and other relevant national bodies.
- 24.Work with the relevant UBU staff on all UBU elections (NUS delegates, Sabbaticals, Executive officers, UBU Council lay members and Chair of UBU Council) and convene UBU committees.
- 25.Actively promote student engagement with UBU, increasing turn out in elections and developing new ways for participation of all student groups in UBU.
- 26.Be the guardian of the UBU Constitution and its subdocuments.
- 27.As a Student Union Staff member to support the UBU reception rota.
- 28.As a Student Union staff member to support key student events through the year including but not limited to Freshers Week, Varsity, UBIES.
29. As a University citizen supporting key student events throughout the year such as Open day, clearing, enrolment, graduation.