**Details of role**

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| Role Title: | **Student Adviser for Programme Reviews** | *Basic details of the post, where it is based and the relevant contacts.* |
| SUBU Department | Insight and Policy |
| BU Department | Academic Quality |
| Lead Full Time Officer | Vice President Education |
| Hours | As required for programme approval/review External Panels (typically just 1 or 2 a year) |
| Rate of pay | £150 for a day Panel, or £225 for a two day review |

**Job Purpose**

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| To be a full member of BU programme approval and review External Panels as required. To be an authentic student voice (Student Adviser) in the process, contributing fully to meetings and discussions in order to help Panels reach appropriate outcomes in partnerships with students. | *What is the main purpose of the position?* |

**Main Responsibilities**

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| The expectations of a student joining the External Panel are as follows:   * to receive a full set of documents for the programme approval/review (minimum Briefing and Resources document, Programme Specification, Unit Specifications and for reviews the key extracts of the Annual Report on Framework Monitoring) and to read these in advance of the meeting; * to pay particular attention when reading the documents and preparing questions, to issues associated with the student experience and learning resources, rather than subject content; * to be a full member of the External Panel and contribute to each of the meetings by asking questions and engaging in the discussions which take place. This will include a meeting with students from the programme (for reviews), a tour of resources and/or demonstration of online resources and a meeting with the programme team; * to contribute to deliberations during a private meeting of the External Panel to draw conclusions and agree outcomes including setting any conditions and recommendations of approval for the programme team to respond to; * to agree a formal set of Outcomes after the event with the other panel members; * to receive a copy of the draft report of the meeting and provide any comments to Academic Quality; * to review by email, along with the other panel members, the programme team’s responses to conditions/recommendations as outlined in the Outcomes and confirm that the team have satisfactorily responded to all matters raised by the panel or request further information or clarification. | *More specifically, what are the main duties, responsibilities and tasks of the position?* |

**Contacts and Organisational Structure**

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| The Student Adviser post holder will report to BU Academic Quality Team and will have their work for each Panel meeting directed by the Chair of the Review/Approval Board.  Student Advisers will also be supported and guided in their work by the BU Academic Quality team.  Full training will be given for this role from both SUBU and BU. | *Who will the applicant report to?*  *Who else will they be required to work with internally and externally?* |

**Key Selection Criteria**

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| **This is a temporary student staff vacancy, open to all current students at BU.**  **Qualifications:**  Current student at BU looking to enhance their experience. (E)  **Knowledge and Experience:**  Good knowledge and understanding of the role of the student voice at BU (E)  Experience of representing students within the university (D)  Experience of working within committees (D)  **Skills:**  A high level of objectivity when contributing to discussions (E)  A strong professional approach to work (E)  Excellent written and verbal communications skills (E)  Attention to detail in all work(E)  The ability to self-motivate and work thoroughly as required (E)  The ability to contribute and take shared responsibility for decisions (E)  **Attributes:**  Very reliable and trustworthy. (E)  A passion for ensuring and enhancing the academic and wider student experience at BU. (E)  An empathy with the aims and objectives of the students’ union. (E)  Ability to see things through to completion to a high quality standard (E)  Resilience to work through potential obstacles to achieve success. (D)  Approachable, positive and communicative. (E) | *Qualifications, knowledge, skills and similar attributes that are either essential (E) or desirable (D) in a candidate.* |

**Additional Notes**

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| This post is part of a pilot project between SUBU and BU for the 2018/19 academic year. The project aims to enhance the student voice on programme approval and review External Panels. As a pilot project, SUBU or BU may ask the post holder to be involved in some additional processes  Opportunities to be engaged in Panels are not guaranteed and are dependent on how many Student Advisers are recruited, and how many Panels require a student voice in 2018/19. Our aim, however, is to try to ensure that all Student Reviewers have a chance to take part in at least one Board. | *Other information that is relevant to the applicant.* |