



## Role Description

Student Adviser for Programme Reviews

### Details of role

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

### Job Purpose

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

### Main Responsibilities

|  |  |
|--|--|
| <p>The expectations of a student joining the External Panel are as follows:</p> <ul style="list-style-type: none"> <li>• to receive a full set of documents for the programme approval/review (minimum Briefing and Resources document, Programme Specification(s), Unit Specifications) and to read these in advance of the meeting;</li> <li>• to review curriculum materials, such as, course handbooks, unit guides and reading lists, with the aid of supporting the programme(s) to assess the inclusivity of the content, specifically in relation to race/ethnicity;</li> <li>• 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;</li> <li>• 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 (if applicable) and/or demonstration of online resources and a meeting with the programme team;</li> <li>• 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;</li> <li>• to agree a formal set of Outcomes after the event with the other panel members;</li> <li>• to receive a copy of the draft report of the meeting and provide any comments to Academic Quality;</li> <li>• 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.</li> </ul> | <i>More specifically, what are the main duties, responsibilities, and tasks of the position?</i> |
|--|--|

## Contacts and Organisational Structure

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

## Key Selection Criteria

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

## Skills you can expect to enhance

**Analysis and evaluation** – Skill developed through critically reviewing and evaluating curriculum materials

**Communication (verbal/written)** – Skill developed through participating in face-to-face meetings with your fellow student partners and academic staff

**Critical Feedback** – Skill developed through training for the role and first-hand experience of delivering critical feedback

**Teamwork** – Skill developed through working in partnership with your fellow student partners to review lengthier curriculum materials such as course handbooks and unit guides

## Additional Notes

If you are allocated an event to act as Student Panel Member, you will be invited to a pre-meeting with the Chair and a member of the Academic Quality team approximately one week before the panel meeting. This will give you the opportunity to meet some of the panel members before the meeting and to ask any questions.

BU 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 Panel Members are recruited, and how many Panels require a student voice. Our aim, however, is to try to ensure that all Student Panel Members have a chance to take part in at least one Board.

*Other information that is relevant to the applicant.*