



JOB DETAILS
DOCTORAL POSTGRADUATE REPRESENTATIVE

1. The Doctoral Postgraduate Representative shall be responsible for dealing with issues relating to the education, welfare, and student experience of doctoral postgraduate members of the Union.
2. They shall endeavour to attend all meetings of committees of which they are a member, and to coordinate and maximise student representation on other appropriate academic structures.
3. They shall assist the Vice President Welfare & Equality and Vice President Education with such duties of those officers as relate to doctoral postgraduate students.
4. They shall, insofar as may be practical, endeavour to make themselves known to doctoral postgraduate members of the Union.
5. They shall be responsible for informing and encouraging the career development of all members of the Union and shall:
 - a. liaise with the University careers office on an ongoing basis;
 - b. provide information on graduate employment opportunities and postgraduate studies; and
 - c. encourage student engagement with relevant careers and education fairs.
6. They shall liaise with the Executive on matters relating to doctoral postgraduate members of the Union.
7. They shall be responsible for ensuring effective communication between the Union and doctoral postgraduate members of the Union.
8. They shall aim to ensure that doctoral postgraduate members of the Union are aware of their responsibilities in relation to University procedures.
9. They shall run at least one event for doctoral postgraduate students each semester.
10. They shall take a leading role in all national campaigns with a particular relevance to doctoral postgraduate members of the Union.



11. The Doctoral Postgraduate Representative shall be an ex officio member of the Academic Council and Postgraduate Feedback Council.