

## Postgraduate Representation Chair (Research/Taught)

### Role and Responsibilities

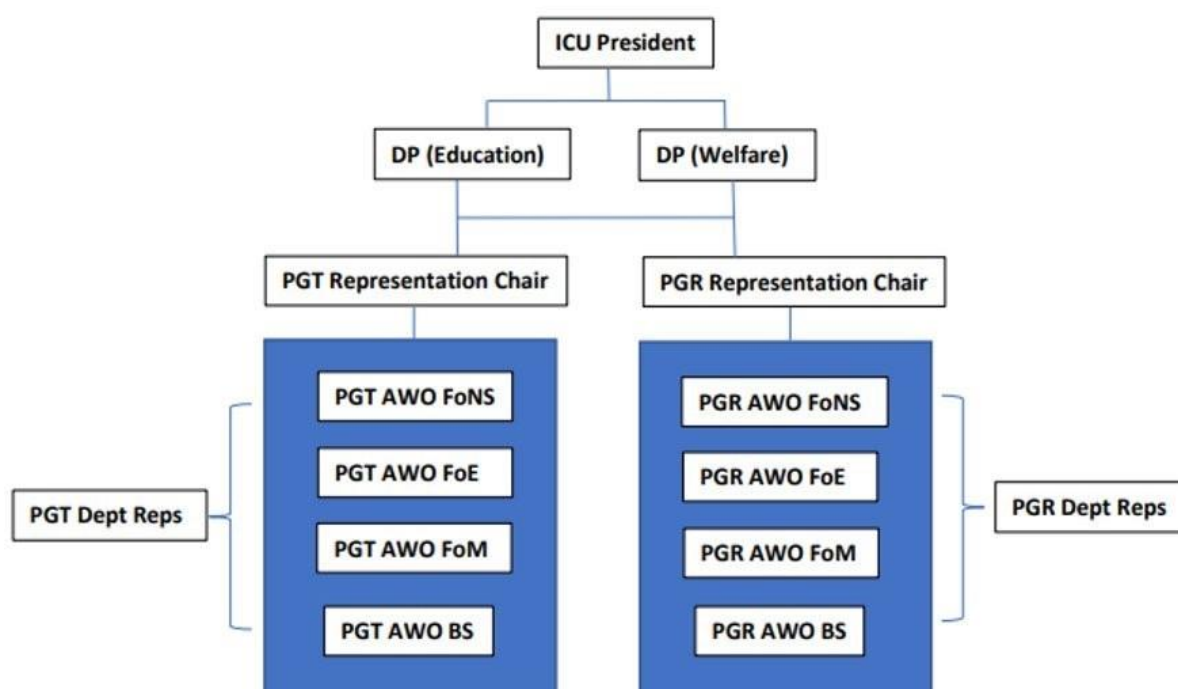
This document outlines typical duties expected of the role and may be subject to change.

### Summary of role

Postgraduate Representation Chairs (PG Rep Chairs) are elected members who are responsible for representing all Postgraduate students (taught/research where applicable). The PG Rep Chairs liaise with the Academic and Welfare Officers (AWOs) to be kept updated on student feedback in their Faculty and raise it to Faculty and College level staff and/or Imperial College Union as appropriate. They are expected to proactively pursue improvements to the Postgraduate experience on their students' behalf and to provide updates on their progress to their representatives.

Relationships with: PG Department and Course Reps, Academic and Welfare Officers, Faculty Staff, ICU Deputy President (Education), ICU Deputy President (Welfare), ICU Representation Team, Early Career Researcher Institute  
Responsible for: AWOs, Postgraduate Department and Year Reps

### PG Representation Structure



### Key responsibilities and duties

It is expected that all Academic and Welfare Officers attend the Representation Essentials Training and Effective Meetings and Chairing Training to provide them with the knowledge and awareness required to fulfil their role.

- Represent all PG students to the College and Imperial College Union.
- Coordinate the activities of, and hold regular meetings with, AWOs across Faculties.
- Work with AWOs, the Faculty, and Imperial College Union to develop solutions to student feedback.
- Ensure they are known to the student reps and students across the Postgraduate programs and provide mechanisms for students to voice their feedback.
- Ensure feedback they are collecting and presenting is representative and has been gathered from a pool of students. Communicate with other AWO's and PG Department Reps to share best practice.
- Communicate with the other PG Representation Chair and AWOs to share best practice.



- Ensure that students' views are fairly and inclusively represented.
- Attend College meetings such as Postgraduate Research Quality Committee (PGR Rep Chair), University Research and Enterprise Board (PGR Rep Chair), Quality Assurance and Enhancement Committee (PGT Rep Chair).
- Attend Union meetings such as Union Council, Academic Representation Forum (taught/research where applicable), and Community & Welfare Forum.
- Share outcomes, decisions, developments, or progress to Postgraduate students regarding their feedback.
- Be in regular communication with the Early Career Researcher Institute, ICU Deputy President (Education and Welfare) and with the Representation Coordinator at the Union.
- Refer urgent issues directly to a relevant member of College or Union staff, especially if you are concerned about a student's safety.
- Ensure student confidentiality is always maintained unless agreed otherwise or you believe the student to be a danger to themselves or others.
- Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services.

### Skills and knowledge required

Whilst it is beneficial to have prior knowledge as outlined below, all student representatives receive sufficient training and support to be able to carry out their roles.

- Knowledge of the ICU Representation Network structure and Imperial College Union.
- Good understanding of College's workings as a whole and knowledge of available support services both internally and externally.
- Know who to contact in emergencies and if you have concerns regarding a student's safety.
- Being aware of and adhering to personal limitations and limitations of the role, seeking support for oneself regarding pressures of the role from Union staff.

### Training and support

- PG Rep Chair and AWO Representation Essentials, delivered by Imperial College Union.
- PG Effective Meetings & Chairing training, co-delivered by the Union and the Early Careers Researcher institute.
- Ongoing support from, and regular meetings with, the ICU Representation Coordinator.
- Representative Handbook and Newsletters.
- Rep social activities.

### Time commitment and availability

- PG Rep Chairs should expect to attend in the region of around 15 meetings per academic year. These are usually held at the campus where the bulk of their course is administered so should require no more travel than would be expected on a day-to-day basis. Meetings typically last 1-2 hours.
- Representatives should be available by email and expect to be approached to meet for a short time with students when requested. Email correspondence should be answered within a reasonable time frame and Reps should use their role accounts as the primary source of contact between themselves and students.
- Work relating to the position should take on average no more than a 5 hours per week. The work volume will vary during the academic year and term by term.

It is recognised that students are first and foremost at Imperial to study or research and that this must be prioritised. Students who feel their studies are being compromised, are struggling or feel they are spending too much time filling the role should speak to the Representation Coordinator ([icu.representation@imperial.ac.uk](mailto:icu.representation@imperial.ac.uk))

