

## Vice President Post Graduate Research (PGR)

The PGR Representative has the primary responsibility for ensuring that Post Graduate Research students are represented regarding all areas of the student experience.

The PGR Representative:

- Is the first point of contact and a public face of the Association to PGR students, prepared to communicate with students through a range of platforms.
- Engages with the Graduate School and Research team.
- Seeks PGR student views regarding learning and student experience, working with fellow volunteers and representatives to ensure that this is appropriately fed back to the University and to students.
- Is a full voting member of the Student Leadership Team.
- Is required to produce regular reports and contribute to a collective report. There will also be opportunities to feed back to students through a range of platforms.
- Provides feedback to the OU Students Association on issues that are facing PGRs and where we can advocate and build campaigns to support these issues.
- Closes the feedback loop on matters affecting PGR students, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Work with OU Students Association Community Team and Graduate School to explore events for the benefit of PGR Students.
- Work with Graduate School to promote the Association through Graduate School inductions.
- Has sight of Senate papers to comment on the PGR Student experience within the Student Senate Reference Group online discussion space.

### Key skills and attributes

The post-holder will need to possess, or be prepared to develop, the following:

- A broad understanding of their school and student needs.
- Commitment to develop further skills and knowledge appropriate to the role.
- A broad understanding of the Students Association and The Open University.

Training and support will be offered to the successful candidate, by both the Association and the University.

### Role Specific Essential information, including time commitment

This is a voluntary role which requires on average five hours a week, but is busier at some times, such as during Freshers or Student Voice week.

#### Association Staff Link:

You will have a dedicated member of the Association's staff team to support you in your role.

### Meetings attended by the PGR Representative

The list specifies scheduled meetings; additional work is typically required between these through online discussions and/or reading papers. In general, where there are face-to-face meetings, these often take place in Milton Keynes, however, we are embracing blended working and so many meetings are offered as hybrid.

## Association meetings

- Student Leadership Team meetings – Formal SLT meetings to agree action taken by the Association on student-facing issues and to discuss proposals to the Board of Trustees when required. All formal business is covered in these meetings, and these are mandatory except for unavoidable circumstances.  
6-8 Oct (Online)  
2-4 Feb (Hybrid – Milton Keynes)  
26-28 April (Online)  
12-14 July (Hybrid – Milton Keynes)
- Monthly Student Leadership Team catch up – a less formal but regular opportunity for the SLT to get together to discuss current issues, ideas and generally support each other in role.
- Student Senate Reference Group – optional online meetings four times a year, or contributions via online forum.

## OU meetings

- PGR – Grad School Liaison Meeting (Monthly)
- PGR Futures (Quarterly)

## Shared Responsibilities of all Student Leaders

As a member of the Student Leadership Team (SLT), you have been appointed to represent students, provide support, create a student community and champion the Association.

All student leaders have the following shared responsibilities:

- To work as a team to support the [Association's mission, vision and charitable objectives](#).
- To truly harness the Students Association values of being: Welcoming, Accountable, Bold, Adaptable and Sustainable.
- To attend initial onboarding sessions, the official quarterly SLT meetings each year, monthly SLT catch ups and the Association's biennial conference.
- To effectively communicate with fellow SLT members and the staff team who work in collaboration. This involves the regular use of official spaces e.g., Microsoft Teams and emails.
- Support, connect and work with other Association Volunteers and Representatives who are providing vital activities, services and events to members.
- To be the public face of the organisation involved in raising awareness, developing promotional materials, delivering presentations and hosting student facing sessions.
- Submit regular reports and blogs regarding your role, showcasing impact and engaging members, including contributing to the production of a biennial SLT report for Conference.
- Where possible, attend at least one Student Consultation meeting to engage with students.
- You will be committed to equality, diversity and inclusion.
- Act openly and responsibly and be prepared to be accountable for your actions.
- Respect confidentiality in any information which has been imparted to you in confidence and recognise the importance of this - if this information relates to a safeguarding matter, you must not keep it to yourself. Speak to a member of the Volunteering and Representation team should you have concerns.

## Further information

These remits are not exhaustive and specify the core responsibilities of Student Leaders. They are subject to change dependent on circumstance and ongoing developments. There may also be items that fall across remits where postholders will work collaboratively.

Remits indicate the normal assignment of responsibilities, however, where both parties are agreed, role descriptions are not intended to prevent the sharing or transfer of relevant work for good reason and in the interest of supporting one another.

All volunteers are expected to follow the [Volunteer Policy](#) and [Agreement](#), the [Values and Behaviour Policy](#) and Code of Conduct given to them on taking up a role with the Association.

All volunteers are required to have their own IT equipment and internet connectivity sufficient to fulfil their remits. In exceptional circumstances, and for a period not exceeding six months, the Association may be able to provide the loan of a laptop.

### **What you can expect from the OU Students Association:**

- We endeavour to ensure that all roles are of real benefit to the student community and make a difference to all those you engage with.
- Your volunteering will be appreciated and recognised for the value it brings.
- We aim to give you all the necessary information and training that you require to complete your role and to make decisions. If you feel you need additional support in your role, please let us know and we will be happy to help.
- A full training, onboarding and support package is provided to all elected members to ensure that no matter what existing experience or knowledge you have, you are supported to carry out your role.
- You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.
- You are free to stop volunteering at any time. If you need a break from your role or feel you need to step down, please contact the President, Deputy President or Chair of Trustees who can support this.
- All reasonable expenses incurred when carrying out your role will be reimbursed.
- A certificate of volunteering (on request).