

Senate Representative Recruitment

The Role

Senate Representatives (Senate Reps) are University of Liverpool students who volunteer to represent the views of students at the University's [Senate](#), which is responsible for promoting research, for promoting and regulating learning and teaching, and for maintaining the quality and standards of the University's academic provision.

Alongside Liverpool Guild of Students' (the Guilds') four elected Student Officers, the Guild will recruit three Senate Reps who will help to provide oversight on major academic quality assurance decisions and will have the opportunity to collaborate with other members of Senate to make decisions that affect the student experience.

The role is voluntary-based and is undertaken for the duration of one academic year. The role activity can also be recognised on students' Higher Education Achievement Report (HEAR), providing all eligibility criteria is met.

Senate typically meets four times per academic year, each meeting lasting around 2 hours. It is estimated that the time commitment of the role will be approximately 25 hours over the course of the academic year (includes attendance at training, briefings and debriefing meetings with Guild staff, meetings of Senate, and time reading papers in advance of meetings).

The full list of duties undertaken by Senate Reps and person specification is contained within the role description. The role description will be reviewed and updated by the Guild each academic year.

Applying

The Guild will have responsibility for recruiting students to the role of Senate Rep. Applications for the role will open in October and will be advertised via the Guild website. Students who are current and former University of Liverpool Course, School and Faculty Reps, will also be emailed directly with information on how to apply to the role.

All registered students of the University of Liverpool are eligible to apply to the role of Senate Rep. To apply, students will be required to complete a short application form detailing why they should be appointed to the role, with reference to the person specification contained within the role description.

Shortlisting and Interview Arrangements

Shortlisting and interview arrangements will be the responsibility of the Guild's Student Voice Manager and a Student Officer, who will also form the interview panel.

One Senate Rep will be recruited per Faculty at the University. Therefore, applications will be scored against the person specification contained within the role description and the highest scoring applications from each Faculty will be shortlisted for an interview. Shortlisted candidates will then be

scored on their responses to interview questions and the highest scoring candidate from each Faculty will be appointed to the role.

Following the interviews, three students will be appointed as Senate Rep, each representing their relevant Faculty.

Support

The Guild will provide training and regular support to Senate Reps for the duration of their role. Training will provide reps with an understanding of the role of Senate and the responsibilities of its members, as well as develop confidence and skills required for students to be able to share their views and positively contribute to discussions.

The Guild will arrange briefings with Senate Reps and Student Officers prior to meetings of Senate, to familiarise reps with key items within committee papers and provide a forum for discussion and for members to organise their thoughts. Debriefs will be arranged following Senate for reps and Officers to feedback about the outcomes of the meeting, raise any queries and seek further support if necessary. The Guild's Student Voice Manager will also provide support to reps with any day-to-day queries.

Support is also available from the University's Governance Team who can provide an induction around the role of Senate, broader University governance, and the role of reps on Senate.

Senate Reps will be contacted in advance of the first meeting of Senate with information regarding training and invited to relevant meetings.

Contact

Any queries related to the Senate Rep role or the application process should be directed to the Guild's Student Voice Team: guildrepresentation@liverpool.ac.uk. Queries may also be directed to the Senate Secretary.