

# Senate Representative

## Role Description

**Role Title:** Senate Representative **Duration:** One academic year

**Duties:** Senate Representatives (Senate Reps) help to provide student oversight on major academic quality assurance decisions taken at [Senate](#), the University of Liverpool's highest academic body. Senate is responsible for promoting and regulating learning and teaching, and for maintaining the quality and standards of the University's academic provision. Specific duties of Senate Reps include:

- Attending training to prepare for the role;
- Reading and analysing relevant documentation before each meeting of Senate and complying with relevant procedures in the handling of confidential information;
- Attend meetings of Senate and provide informed contributions to discussions at Senate;
- With assistance from Student Officers and other Guild staff, gathering relevant feedback from students to share at Senate;
- Share any issues you raised at Senate with students, noting any information that may be confidential and not to be shared outside of the committee; and
- Attending other meetings where student representation is required.

**Person Specification:**

- Commitment to ensuring the student voice is represented at Senate
- Understanding of student representation
- Knowledge of current issues within Higher Education, particularly those affecting students.

**Commitment:** Senate meets 4x 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, to include attendance at training, meetings of Senate, briefing meetings and debriefing meetings with Guild staff, and time reading papers in advance of meetings.

**What training and support is available?**

- Specific training related to the role
- Support from Guild staff
- Papers and documentation for Senate, which will be emailed to you before each meeting
- Induction from the University's Governance Team around the role of Senate, broader University governance, and the role of the reps on Senate.
- Briefing and debrief with Student Officers and Guild staff for each Senate meeting

### **What experience will I get?**

- Working in the Higher Education sector
- Collecting evidence and constructing convincing arguments
- Attending meetings and formal committees
- Collecting feedback to make convincing arguments
- Communicating with senior members of professional staff

### **What skills will I develop?**

- Oral communication skills
- Written communication skills
- Time management
- Handling confidential information
- Decision making
- Building relationships
- Negotiation
- Working with others

### **Higher Education Achievement Report (HEAR)**

If you are an Undergraduate or Postgraduate Taught student, the role of Senate Rep can show as an accreditation on your [HEAR](#). To gain the accreditation, you must:

- Attend Senate Rep training
- Attend at least 3 Senate meetings
- Attend at least 3 briefings and 3 debriefs with Guild staff
- Complete the volunteer agreement
- Ensure that students' views are represented at Senate
- Feedback to students on any issues you raise at Senate

Postgraduate Research students are not eligible to get HEAR accreditation.

### **GDPR**

If you are a Senate Rep, we may hold your name, student ID number, and University email address on our Rep database which is only accessible to relevant Guild staff, University staff, and students who may use your University email address to contact you. See our website for more information on how we use your data:

<https://www.liverpoolguild.org/about/privacy/>

If you have any queries or issues in relation to your role, please contact the Guild's Student Voice Team:

[guildrepresentation@liverpool.ac.uk](mailto:guildrepresentation@liverpool.ac.uk)