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| **Job Description**  |  |
| **Post: Democratic Procedures Advisor****Salary: Scale 2 (Points 14 – 21) Starting Salary £18, 868****Hours: 37 Hours Per Week****Campus: City, Walsall & Telford****Responsible To: Student Voice & Democracy Co-ordinator**  |
| **Job Specific Information & Challenges**  |

* The post holder has a key responsibility in supporting the Students’ Union in meeting its obligation to the Education Act 1994 by providing advice and support to ensure we operate in a fair and democratic manner.
* To provide advice and guidance to the key democratic functions of the Union; Union Council, sub committees’ and the Annual Members Meeting, in line with governance rules and regulations.
* The administrate the election of all student officers posts at all levels, , and supports training for those elected as required.
* The post holder will act as the key staff member for advice on democratic procedures and student governance. They will have a thorough knowledge of key Union documents, including the Bye Laws, Memorandum and Articles of Association and a range of policy documents.
* A key challenge is to ensure that the views of a wide range of students to support and inform policy direction for the Union.
* The post holder will be expected to demonstrate, at all times, their commitment to the ethos and values of the Students’ Union, especially in relation to democracy and equal opportunities.

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| **Description of Post** |

* This person will be the first point of call for all UWSU democratic processes and procedures. They will play a key role in the planning and operational implementation of the democratic functions of UWSU to ensure transparency and fairness.
* The post holder will help the organisation to review and assess its democratic and student governance functions and advise on changes that will help UWSU serve its membership body.
* To support the SV and Democracy Co-ordinator in continual development of effective student representation systems.

# Main Duties & Responsibilities

**KEY DELIVERABLES**

**Democracy and Elections:**

* To act as the main contact for student officers with regard to the interpretation of the Union’s Bye Laws and Constitution, referring any complex queries to the SV and Democracy Co-ordinator.
* To promote to the student membership, the Union’s democratic committees; with a view to maximising quoracy.
* To ensure all policy and procedures are followed as outlined in the Byelaws and Constitution.
* To coordinate the planning and management of all democratic meetings (including Executive Committee Meetings, zone committees, Union Council, Annual Members Meetings etc.
* To support the servicing of the Union’s democratic committees.
* To work with relevant SU staff to ensure that promotional material for democratic events is engaging and to ensure accuracy in line with the UWSU Constitution and Bye-Laws.
* To maintain and develop the relevant democracy-related sections of the Union’s website.
* Responsible for co-ordinating the planning and delivery of the Students’ Union elections, in accordance with the Constitution.
* To investigate and coordinate systems for running online elections, making recommendations to the SV and Democracy Co-ordinator.
* To support the SV and Democracy Co-ordinator ensuring that all elected representatives are properly inducted, supported, and trained where necessary.

**Procedural advice (Democracy and Student Governance):**

* Responsible for advising on all democratic processes and procedures , giving clear advice as per the relevant governing document .
* To provide clarity and guidance on the policy and procedures.
* To carry out research and ensure that democratic policy and procedures are as effective as possible.
* To feed into the strategic level decisions from the perspective of our governing documents, outlining what enablers and changes may be need to occur to reach outcomes.
* To keep clear audits of policy and governance documents, making sure that their location, security and accuracy are to a high standard in line with GDPR.
* To update or action the updating of key documents, as per any changes led by our democratic functions.

**Planning & Organisation:**

* To deliver accurate and timely work.
* To plan workload over short, intermediate and annual (cyclical) timescales.
* To contribute ideas for improving in the areas of representation and engagement, based on member-based research.
* Coordinate UWSU representation at national conference, supporting with motions.
* To work with NUS and liaise with staff in other Students’ Union to maintain awareness of national issues affecting the Students’ Union movement.
* To contribute to the Students’ Union calendar in regards to key dates for our elections and democratic meetings.
* To populate the Student Voice Database, keeping it up to date with from all data sources and help UWSU use it as a resource for influence and planning.

**Teamwork:**

* To contribute to the work of the Student Voice team in support of team objectives.
* To deliver a high level of customer service to both the student body and external stakeholders in every aspect of work.
* To liaise with other staff members to improve and build upon increased engagement with students.

# General Tasks & Responsibilities

* To undertake development appropriate to the role including NUS training and attend conferences where appropriate.
* To remain up to date with the UWSU’s policies and procedures and identify training needs in relation to these.
* To adhere to the UWSU’s Health and Safety policy and procedures.
* To prepare for and proactively engage in the performance review cycle with your line manager.
* To attend appropriate internal and external meetings, as directed by your line manager.
* To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.

# Person Specification

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| You should be able to demonstrate in your application  | Essential  | Desirable  | Tested By  |
| ***QUALIFICATIONS AND KNOWLEDGE***  |  |  |  |
| Degree or equivalent qualification |  | ✓ | AF  |
| A good knowledge of current issues affecting HE students  |   |  | AF/I  |
| ***WORK RELATED EXPERIENCE***  |   |   |   |
| Experience in the area of HE student representation  | ✓ |   |   |
| Experience of working within a democratic structure or organisation  |  |  | AF/I  |
| Experience of committee work  |  |  | AF/I  |
| Experience of developing and delivering effective training  |  |  | AF/I  |
| Experience of supporting others  |  |   |   |
| ***SKILLS AND ABILITIES***  |   |   |   |
| Excellent written and oral communication skills  |  |  | AF/I  |
| High standard of computer literacy and keyboard skills  |  |   | AF  |
| Ability to establish good working relationships with a wide range of individuals  |  |   | AF/I  |
| Ability to work as part of a team and on your own initiative, without close supervision  |  |   |   |
| Excellent organisational skills, including the ability to plan and prioritise work  |  |   | AF/I  |
| Ability to take a constructive and co-operative approach to solving problems  | *
 |   | AF/I  |
| Proven to maintain accurate systems and records  |  |   | AF/I  |
| Innate ability to pay attention to detail and ensure high standards  |  |   | AF/I  |
| Ability to analyse and interpret data and take appropriate action as a result  |  |   | AF/I  |
| ***PERSONAL QUALITIES***  |  |   |   |
| Approachable and empathetic  |  |   | I |
| Flexible and able to adapt to change  |  |   | I  |
| Willing to work unsocial hours / weekends when required  |  |   | I  |
| Self-motivated and enthusiastic  |  |   | I  |
| Committed to equality of opportunity and the democratic structure of the SU  |  |   | I  |

 AF = Application form I = interview