

Role Profile: Postgraduate Research Officer

Role title:	Postgraduate Research (PGR) Officer
Working hours:	3 hours per week
Pay:	£14.12 per hour
Supported by:	Academic Representation Lead
Positions available:	3 (1 per Faculty)

The Postgraduate Research (PGR) Officers support the student experience and build research culture as the senior student representatives to the Guild and the University for PGR students registered at Exeter campuses. You will work with other students in the postgraduate community, alongside the Full-Time Officers and senior staff, to ensure that the Guild is effective in its representation of postgraduate research students, and to promote solutions that will encourage positive change to the postgraduate student experience.

Duties and Responsibilities

- Empower the PGR student community by working with staff and student leaders to build and improve research culture (including academic interests, general student wellbeing, engagement opportunities, and personal development).
- Ensure postgraduate research (PGR) students in every department and research group are effectively represented by the Guild.
- Promote opportunities for PGR students to give their thanks, ideas and concerns to the Guild and University leaders, and support a team of PGR Academic Reps in each faculty who feel empowered to use those thanks, ideas and concerns to make positive change.
- Attend senior University and Doctoral College meetings to represent PGR students and offer insight on improving academic policy, management and research culture relating to the postgraduate student experience.
- Collaborate with University leaders and the Guild, including the Full-Time Officer team, to make positive change that will improve research culture and the wider PGR experience.
- Compile and publish regular Student Experience updates to the PGR student community.
- Design and deliver projects which build belonging and foster positive change-making in the PGR student community, and ensure other student-led projects align with the diverse needs of the broader postgraduate student community.
- Research distinct aspects of the postgraduate student experience and produce reports to inform discussions and decision-making across the university and its faculties.
- Promote a positive image of the Guild to its PGR members and University stakeholders, through upholding our values and brand.

What You'll Gain

- Experience in stakeholder management, as well as communication and leadership skills.
- Insight into University academic processes, research design, and administration.



Person Specification: Postgraduate Research Officer



	Criteria
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none">• Engaging diverse groups with available services and opportunities.• A passion for ensuring students are represented, and empowering others to drive change.
SKILLS & ABILITIES	<ul style="list-style-type: none">• Able to ask questions and challenge the status quo.• Able to demonstrate effective time-management skills and to take responsibility for prioritising workload and tasks.• Able to work collaboratively with others, working effectively as part of a team and able to communicate with a wide range of people.• Able to engage people from all backgrounds and at all levels.• Capable of understanding and meeting the needs of diverse groups.
VALUES & BEHAVIOURS	<ul style="list-style-type: none">• A demonstrable commitment to our organisation's values.• A genuine interest for working in a democratic, student-led environment, and championing student leadership.• A strong commitment to equity, diversity and inclusion.

