



## Role Profile: Postgraduate Research Officer

Role title:	Postgraduate Research (PGR) Officer
Working hours:	5 hours per week
Pay:	£15.07 per hour
Supported by:	Academic Representation Lead
Positions available:	3 (1 per Faculty)

As a PGR Officer, you will be the senior student representative to the Guild and the University for PGR students in your faculty, supporting the student experience and building research culture. This part-time representative role empowers you to be a strategic link between other students in the postgraduate community and senior University and Doctoral College leadership. You will work closely with the Full-Time Officers and Guild 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

#### What you'll be doing

##### Representing student voices:

- Speak up on issues that matter to your community, using insight to ensure the diversity of lived experience within your community is reflected, and ensuring all students feel represented by the Guild.
- Organise and facilitate meetings, forums and opportunities for students to share ideas and feedback, debate issues, and shape decisions that matter most to them.
- Attend and take part in key University meetings, local discussions and networks, as agreed with your staff support, to make sure student experiences are heard and to influence decision-making.

##### Lobbying and action:

- Lead change campaigns or take action to tackle the issues your community has identified and to improve the student experience.
- Help turn student concerns into action by organising and empowering others to make change happen.
- Attend regular training and briefings to stay looped in on key issues (like housing, mental health, or policy) so you can advocate for change effectively.





### Working with students and communities:

- Work with the Guild, Full-Time Officers and other student leaders to shape new ideas or policies, challenge processes and improve issues that affect your communities.
- Attend weekly team meetings as part of the Guild Officer team, to check in and update on your work.
- Build strong partnerships with key university teams and local networks to influence how things are done.

### Keeping students updated:

- Keep your community updated by telling students what's happening, shout about successes and close the feedback loop so students know how their voices are driving change.
- Work with our Communications Team to develop content to promote your work – from contributing to videos, writing blogs or providing photos.
- Produce a termly report outlining the work you've undertaken in your role and how you've represented students.

### Leading the Guild:

- Be a proud ambassador, championing our values and making sure we are student-led, transparent and accountable.

## Person Specification: Postgraduate Research Officer

### Skills / Experience you need

- Experience representing or advocating on behalf of others, or empowering others to drive change.
- An understanding of the everyday challenges and opportunities facing students within your community.
- Comfortable guiding a group, facilitating conversations with a diverse group of people, and helping others feel heard and involved.
- Communication: able to confidently talk to a diverse group of people, explain things clearly and share what you're working on.
- Insight: able to be curious, ask questions, spot issues and opportunities, and apply creative solutions to challenges.
- Teamwork: able to work collaboratively with others, working effectively as part of a team and able to communicate with diverse groups of people.
- Time Management: able to prioritise tasks, stay on top of things and adapt when plans for priorities shift to stay focused on what matters.
- A demonstrable commitment to our values.
- Shares a genuine interest for working in a democratic, student-led environment and championing student leadership.
- Demonstrates a strong commitment to equality, diversity and inclusion.

### Eligibility Information

- You'll need to be a current University of Exeter postgraduate research student at the time of applying and for the duration of the 2026/27 academic year.
- This role would be undertaken alongside your academic studies.
- You must have the right to work in the UK.
- If appointed, your term in office will run across the 2026/2027 academic year: from July 2026 – June 2027.

