

# Lead Department Representative

## Role Description

### As a Lead Department Representative, your responsibilities are to:

- Represent student's academic interests.
- Play a leadership role in the development and enhancement of your programme.
- Work with staff in the department to ensure that Student Partnership Committee (SPC) meetings run smoothly and address issues of importance to students in your department.
- Proactively seek out students' thoughts and opinions on their programme of study and their wider learning experience
- Along with departmental staff, co-chair SPC meetings.
- Attend (or ensure another SPC member attends) Departmental Teaching Committee meetings, and/or the research education equivalent if relevant.
- Liaise with your Faculty Representative to keep them informed of issues in your department.
- Be a point of contact for the Students' Union on changes and developments within the department.
- Communicate with students on an ongoing basis about your work with your department, and any positive changes made as a result.
- Communicate and meet with other representatives in your department to ensure effective and co-ordinated working.
- Promote the value of students and staff working together to build a better education.

### Further to these responsibilities, the opportunities that exist are:

- Play an active role in Students' Union activities and campaigns.
- Work with your Faculty Representative on Faculty-wide issues and developments.
- In conjunction with the Union, take part in negotiating changes to students' learning experiences across the whole of UCL.
- Develop skills and attributes that will benefit your personal and professional development, including through formal training opportunities.

### Time Commitment

Being an effective Lead Departmental Representative should take around 15 hours per term, which includes attending training, meetings in the department, and spending time consulting with other students in your department.