Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

JOB DESCRIPTION
Students' Union President

Principal Accountabilities

1. Full-time Elected Officer Responsibilities

   i) Ensure your work is influenced by student needs and opinion.

   ii) Represent and engage with students of all types of study at all parts of campus.

   iii) Work and support your team of fellow Officers, adopting the Nolan principles, to effectively execute duties required as a Trustee of Cardiff University Students' Union and as a Director of Cardiff Union Services Limited and ensure the successful financial future of both.

   iv) Be ready and willing to accept actions from Student Senate and engage positively in the scrutiny process.

   v) Plan a comprehensive programme of student activities at the beginning of your term in office.

   vi) Engage in debate with team colleagues holding each other to account and setting the Students' Union's priorities.

   vii) Be prepared to work outside your contracted hours including during evenings and weekends when necessary, occasionally travelling to attend conferences and training.

   viii) Hold Cardiff University to account on decisions made which affect students, representing their views and lobbying for change while sitting on University committees and working groups.

   ix) Work to deliver the Students' Union's strategic vision.

   x) Engage in sector-wide debate and activity.

   xi) Run campaigns alongside your fellow Officers, raising awareness of issues affecting students.

   xii) Support and champion the Welsh language both within the Students' Union and the University.

2. Role-specific Responsibilities

i) Lead the Students' Union and the Elected Officer Team.

ii) Chair the Board of Trustees of Cardiff University Students' Union and Board of Directors of Cardiff Union Services Limited with a casting vote.

iii) Be the public face of the Students' Union to local, national and international communities.

iv) Regularly meet with the University's Vice-Chancellor and senior members of staff, representing the views of students.

v) Be responsible for the financial position of the Students' Union.

vi) Allocate Cardiff University Students' Union's budget with the support of the Director of Finance.

vii) Handle complaints from students and other stakeholders.

viii) Be the key day-to-day contact for the CEO.

ix) Annually appraise the CEO, chairing the appraisal group.

x) Be a Trustee of Cardiff University, sitting on University Council as a full voting member.

xi) Act as the key link to the University, NUS Wales, NUS UK and other key organisations and stakeholders.

3. Customer Care

i) To ensure that customers' expectations are exceeded whenever possible.

ii) To ensure that all systems are followed and to treat customers in a friendly and polite manner and do everything in their power to exceed customers' expectations.

iii) To deal with customer feedback, whether positive or negative, in a courteous, efficient and timely manner.

4. Health and Safety

i) To ensure that the risk assessments for Executive Office systems/work are kept up to date and are understood by staff, contractors and other stakeholders.

ii) To ensure that the Union's Health and Safety Policy is adhered to at all times.

iii) To ensure that Health and Safety legislation is adhered to at all times.

iv) To assist in ensuring the health and safety of students, suppliers and visitors to all department sites/work areas.

v) To act as a first-aider, once qualified.

5. Other Duties

i) To attend appropriate meetings as and when required by the Union.

ii) To abide by the Union's Memorandum and articles of Association, policies and procedures at all times.

iii) To contribute to the positive image of the Union with students, the University and the local community.

iv) To be a leader of equal opportunities, who values diversity and removes barriers to equality.

v) An excellent role model who promotes high standards of probity, integrity and honesty and embodies the organisation's values.

vi) To uphold and promote the values of the Students' Union, working towards its strategic vision.

vii) To undertake other tasks and responsibilities commensurate with the level and nature of the post as required by the Chief Executive from time to time.

Scope

6. This job description contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. There is an expectation that the post holder will carry out other duties and responsibilities that fall within the general nature and level of responsibility of the position.

Training and Professional Development

7. The Union considers regular and ongoing training as essential to job satisfaction and career development. It is expected that the post-holder will be offered the opportunity to participate in training that is relevant to his/her duties and the post-holder will be expected to undertake such training as may be reasonably practicable.

Special Notes or Conditions

8. This job description does not form part of your contract of employment.

November 2014, produced by Elliot Howells