

Bye-Law 4: Student Officer Job Descriptions

(Updated April 2024)

4. All Student Officers shall be elected in accordance with Bye-Law 4: Election Regulations Pursuant to the Articles of Association.

Full Time Officers

- 4.1. All Full Time Officers shall:
 - 4.1.1. Take a coordinating lead on issues relevant to their roles whilst being careful to involve other sabbatical officers and members of the Student Officer Committee;
 - 4.1.2. Contribute positively to joint Union events, projects and meetings;
 - 4.1.3. Be accountable to the Union Council, reporting to each meeting on their activity and achievements;
 - 4.1.4. Maximise contact with students by engaging with them face to face and online;
 - 4.1.5. Monitoring key issues and problems affecting the student population and ensuring the Union is acting on these;
 - 4.1.6. Plan, promote, and run campaigns on key student issues;
 - 4.1.7. Represent students on University Boards, Committees and working groups;
 - 4.1.8. Promote group and team objectives and the campaign priorities to students, and reporting on progress;
 - 4.1.9. Adhere to and comply with Articles of Association, Bye-Laws and policies of the Students' Union;
 - 4.1.10. Be Trustees of the Union (where eligible in charity law) having legal responsibility for the Union;
 - 4.1.11. Be Directors of the Union's subsidiary companies (where eligible in company law) having legal responsibility for the Union's commercial services;
 - 4.1.12. Be employees of the Union for the duration of their term in office, their terms and conditions of employment set by the Trustee Board;
 - 4.1.13. One Full-Time Officer shall be appointed by the Management Committee, to the position of lead delegate for NUS National Conference.
- 4.2. The Undergraduate Education Officer shall be elected by and from undergraduates and shall take a lead on:
 - 4.2.1. Securing positive change for undergraduate UEA students in their education and research;
 - 4.2.2. Being the voice of UEA students on undergraduate education and access to the University;
 - 4.2.3. Working with members of University staff, through formal meetings and informal discussions, to achieve improvements in undergraduate education;

- 4.2.4. Having joint responsibility for building support for changes in University and Government education policy and practice by coordinating the collation of evidence of student opinions and commissioning new research;
 - 4.2.5. Having responsibility for developing, supporting and training undergraduate student representatives from across the University;
 - 4.2.6. Being politically accountable for the Union's academic advice services;
 - 4.2.7. Being the Union's main link to NUS' Higher Education Zone; and
 - 4.2.8. Being the primary Full Time Officer member of the Education Sub-Committee.
- 4.3. The Postgraduate Officer shall be elected by and from postgraduates and shall take a lead on:
- 4.3.1. Securing positive change for postgraduate UEA students in their experience, education and research;
 - 4.3.2. Being the voice of UEA students on postgraduate experience, education and research to the University;
 - 4.3.3. Working with members of University staff, through formal meetings and informal discussions, to achieve improvements in postgraduate experience, education and research;
 - 4.3.4. Having joint responsibility for building support for changes in University and Government education policy and practice by coordinating the collation of evidence of student opinions and commissioning new research;
 - 4.3.5. Having responsibility for developing, supporting and training postgraduate student representatives from across the University;
 - 4.3.6. Being politically accountable for support for the Graduate Students Association;
 - 4.3.7. Being the Union's main link to NUS' Postgraduate Section; and
 - 4.3.8. Being a member of the Education Sub- Committee
- 4.4. The Welfare, Community and Diversity Officer shall be considered a "Major Union Office" holder under the Education Act 1994 and will take a lead on:
- 4.4.1. Extending, promoting and defending the rights of students on issues relating to access to education, equality of opportunity and student welfare through lobbying and campaigning activity;
 - 4.4.2. Strengthening and developing relationships between students and their local community;
 - 4.4.3. Being the voice of UEA students on issues relating to student welfare, equality of opportunity liberation, diversity and access to education;
 - 4.4.4. Engagement with the University and other relevant organisations to achieve improvements on matters relating to, equality of opportunity student welfare and access to education;
 - 4.4.5. Developing of support for changes in policy and practice by presenting evidence of student opinion and commissioning new research;

- 4.4.6. Being politically accountable for the Union's welfare advice and housing services;
 - 4.4.7. Being the main link to the NUS' Union Welfare Zone; and
 - 4.4.8. Being the primary Full Time Officer member of the Welfare, Equality and Diversity Sub- Committee.
- 4.5. The Activities and Opportunities Officer shall be considered a "Major Union Office" holder under the Education Act 1994 and will take a lead on:
- 4.5.1. Securing opportunities for students to participate in extra and co-curricular activities whilst at UEA;
 - 4.5.2. Improving the student experience by developing successful clubs, societies and student media groups;
 - 4.5.3. Recommending the allocation of the resources available, on a fair and equitable basis, between the Union's clubs, societies and student media groups;
 - 4.5.4. Developing, supporting and training students who sit on the committees of the Union's clubs, societies and student media groups;
 - 4.5.5. Ensuring strategies are in place to enable students to recognise their development in these activities and make use of them in future employment;
 - 4.5.6. Being the voice of UEA students on employability and student sport;
 - 4.5.7. Act as Publisher of Concrete, the student newspaper;
 - 4.5.8. Being politically accountable for the Union's student opportunities services;
 - 4.5.9. Being the Union's main link to NUS' Union Development Zone; and
 - 4.5.10. Being the primary Full Time Officer member of the Societies and Sports Executives.
- 4.6. The Campaigns and Democracy Officer shall be considered a "Major Union Office" holder under the Education Act 1994 and will take a lead on:
- 4.6.1. Improvement of the democratic legitimacy and relevance of the Union through vibrant and accessible democratic processes and informal feedback mechanisms that make the Union truly student-led;
 - 4.6.2. Co-ordination of the process of democratic allocation of the Union's resources;
 - 4.6.3. Ensuring that the Union is well-developed and well-resourced in order to enable it to make students' lives better;
 - 4.6.4. Improving student engagement in the Union's campaigning activity by developing campaigning networks of students in the Union's clubs, societies and peer support groups;
 - 4.6.5. Development of and support for the Union's Priority Campaigns;
 - 4.6.6. Ensuring that the Union's commercial and non-commercial services plan for the changing needs of the Union's members;
 - 4.6.7. External Union communications including those with external and student run media;
 - 4.6.8. Development of, support for and training of Union Councillors;

- 4.6.9. Being politically accountable for the Union's communications and social enterprise teams;
 - 4.6.10. Being the Union's main link to NUS' National Executive Council; and
 - 4.6.11. Being the primary Full Time Officer member of the Ethical and Environmental Sub-Committee.
- 4.7. Full-Time Officers shall begin their term in office on July 1st, and shall have a transitional period of employment lasting no more than 10 working days prior to July 1st for the purpose of training only.

Part Time Officers

- 4.8. Part-Time Officers shall begin their term in office on July 1st and end it on June 30th the following year. A handover period will be organised with the previous office holder in the period between their election and their taking of office.
- 4.9. The Environment Officer shall:
- 4.9.1. Liaise with the University over internal environmental matters;
 - 4.9.2. Provide a link between relevant societies and the Student Officer Committee;
 - 4.9.3. Improve awareness of environmental issues and be responsible for relevant campaigns;
 - 4.9.4. Work on improving internal recycling facilities.
- 4.10. The Ethical Issues Officer shall:
- 4.10.1. Liaise with the University over internal ethical matters;
 - 4.10.2. Provide a link between relevant societies and the Student Officer Committee;
 - 4.10.3. Improve awareness of ethical issues and be responsible for relevant Campaigns;
 - and
 - 4.10.4. Work on maintaining and enhancing the ethical status of the Union and the University.
- 4.11. The four Non-Portfolio Officers shall:
- 4.11.1. Fulfil all the duties as outlined in their manifesto, subject to Union policy and the strategic plan; and
 - 4.11.2. Not undertake any duty that infringes upon or overlaps with the job descriptions of other officers of the Student Officer Committee. 1
 - 4.11.3. At least two of the Non-Portfolio Officers must self-define as women or non-binary.
- 4.12. The Women's Officer shall:
- 4.12.1. Represent the interests of women students and be their voice on the issues they face as women students at university;
 - 4.12.2. Engage with the University and other relevant organisations to achieve improvements for women students on the issues they face as women at university;
 - 4.12.3. Liaise with the members of the relevant clubs, societies or peer support groups; and

- 4.12.4. Be the Union's delegate to the NUS Women's Conference.
- 4.13. The LGBT+ Officer (Open Place) shall:
 - 4.13.1. Represent the interests of LGBT+ students and be their voice on the issues they face as LGBT+ students at university;
 - 4.13.2. Engage with the University and other relevant organisations to achieve improvements for LGBT+ students on the issues they face as LGBT+ students at university;
 - 4.13.3. Liaise with the members of the relevant clubs, societies or peer support groups;
- 4.14. The LGBT+ Officer (Transgender and Non-Binary Place) shall:
 - 4.14.1. Represent the interests of LGBT+ students and be their voice on the issues they face as LGBT+ students at university;
 - 4.14.2. Engage with the University and other relevant organisations to achieve improvements for LGBT+ students on the issues they face as LGBT+ students at university;
 - 4.14.3. Liaise with the members of the relevant clubs, societies or peer support groups;
- 4.15. The Students with Disabilities Officer (Physical Disabilities Place) shall:
 - 4.15.1. Be one of three Officers that represent the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
 - 4.15.2. Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
 - 4.15.3. Liaise with the members of the relevant clubs, societies or peer support groups; and
 - 4.15.4. Nominate, in conversation with the other disabilities officers, one of the disabilities officers as Union delegate to the NUS Disabled Students Conference, all disabilities officers may attend NUS Disabled Students Conference as observers.
- 4.16. The Students with Disabilities Officer (Invisible Disabilities Place) shall:
 - 4.16.1. Be one of three officers, that represents the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
 - 4.16.2. Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
 - 4.16.3. Liaise with the members of the relevant clubs, societies or peer support groups; and
 - 4.16.4. Nominate, in conversation with the other disabilities officers, one of the disabilities officers as Union delegate to the NUS Disabled Students Conference, all disabilities officers may attend NUS Disabled Students Conference as observers.

- 4.17. The Students with Disabilities officer (Open Place) shall:
- 4.17.1. Be one of three Officers that represent the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
 - 4.17.2. Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
 - 4.17.3. Liaise with the members of the relevant clubs, societies or peer support groups; and
 - 4.17.4. Nominate, in conversation with the other disabilities officers, one of the disabilities officers as Union delegate to the NUS Disabled Students Conference, all disabilities officers may attend NUS Disabled Students Conference as observers.
- 4.18. The Students of Colour Officer shall:
- 4.18.1. Represent the interests of students of colour, including but not limited to: African, Asian, Caribbean, Latinx, and Indigenous, and be their voice on the issues they face as students of colour at university;
 - 4.18.2. Engage with the University and other relevant organisations to achieve improvements for students of colour on the issues they face as students of colour at university;
 - 4.18.3. Liaise with the members of the relevant clubs, societies, or peer support groups; and
 - 4.18.4. Nominate, in conversation with the Black Students Officer, one of the two officers as Union delegate to the NUS Black Students' Conference, the other may attend NUS Black Students' Conference an observer.
- 4.19. The Black Student Officer shall:
- 4.19.1. Represent the interests of black students and be their voice on the issues they face as black students at university;
 - 4.19.2. Engage with the University and other relevant organisations to achieve improvements for black students on the issues they face as black students at university;
 - 4.19.3. Liaise with the members of relevant clubs, societies, or peer support groups; and
 - 4.19.4. Nominate, in conversation with the Student of Colour Officer, one of the two officers as Union delegate to the NUS Black Students' Conference, the other may attend NUS Black Students' Conference an observer.
- 4.20. The Mature Students Officer shall:
- 4.20.1. Represent the interests of mature students and be their voice on the issues they face as mature students at university;

- 4.20.2. Engage with the University and other relevant organisations to achieve improvements for mature students on the issues they face as mature students at university;
- 4.20.3. Liaise with the members of the relevant clubs, societies or peer support groups; and
- 4.20.4. Be the Union's delegate to the NUS Mature Students Conference.
- 4.21. International Student Officers (EU place) shall:
 - 4.21.1. Represent the interests of international students and be their voice on the issues they face as international students at university;
 - 4.21.2. Engage with the University and other relevant organisations to achieve improvements for international students on the issues they face as international students at university;
 - 4.21.3. Liaise with the members of the relevant clubs, societies or peer support groups;
 - 4.21.4. Nominate, in conversation with other International Student Officers, an officer as Union delegate to the NUS International Students Conference, other International Student Officers may attend the NUS International Students Conference an observer.
- 4.22. International Student Officers (Non-EU place) shall:
 - 4.22.1. Represent the interests of international students and be their voice on the issues they face as international students at university;
 - 4.22.2. Engage with the University and other relevant organisations to achieve improvements for international students on the issues they face as international students at university;
 - 4.22.3. Liaise with the members of the relevant clubs, societies or peer support groups;
 - 4.22.4. Nominate, in conversation with other International Student Officers, an officer as Union delegate to the NUS International Students Conference, other International Student Officers may attend the NUS International Students Conference an observer.
- 4.23. The Chair of the Postgraduate SU Committee shall:
 - 4.23.1. The Chair of the Postgraduate SU Committee shall:
 - 4.23.2. Fulfil the responsibilities as defined by Bye-Law 1.38
 - 4.23.3. Be an observer at the NUS Postgraduate Conference.

Election of Part-time Student Officers as Trustees

- 4.24. Election of Part-time Student Officers as Trustees In addition, two of the Part-time Student Officers shall be elected from their number to be Trustees of the Union (where eligible in charity law) having legal responsibility for the Union.

Election of Part-time Student Officers by self-defined constituencies

- 4.25. Election of Part-time Equal Opportunities Officers and shall be elected by ordinary members who self-define as members of the constituency that the Equal Opportunity Officer represents, this applies to:
- 4.25.1. The LGBT+ Officer (Open Place);
 - 4.25.2. The LGBT+ Officer (Trans and Non-Binary Place);
 - 4.25.3. Women's Officer;
 - 4.25.4. Students with Disabilities Officer (Physical Disabilities Place);
 - 4.25.5. Students with Disabilities Officer (Invisible Disabilities Place);
 - 4.25.6. Students with Disabilities officer (Open Place);
 - 4.25.7. Students of Colour Officer;
 - 4.25.8. Black Students Officer;
 - 4.25.9. International Students Officers (EU Place);
 - 4.25.10. International Student Officers (Non-EU place);
 - 4.25.11. Mature Students Officer; and
 - 4.25.12. Postgraduate Officer

Amendments to this Bye-Law

- 4.26. Should this Bye-Law be amended or repealed: the job descriptions which were valid at the time of election for the posts of the current Student Officers or Student Officers-elect shall remain valid for the term of office which these Officers are set to hold. It is therefore advisable that any changes to this Bye-Law are made at the earliest possible time in the academic year.