

Faculty Representative

Faculty Representatives are the members of our Student Leadership Team who have primary responsibility for ensuring students studying within their faculty are represented regarding all areas of the student experience.

You will be a member of the Open SU Student Leadership Team (SLT), which is made up of all the successfully elected candidates from the Open SU elections (excluding Student Trustees) and serves as the collective voice of the OU student body. The SLT work together as a team over their two-year term to advocate on behalf of students, and to champion changes that will enhance and improve the OU student experience. Each member of the SLT has an individual portfolio, which determines their area of focus. However, Student Leaders will work together to agree on their team priorities and how they want to pursue them, sharing their challenges and achievements along the way.

There are five Faculty Representatives, one for each of the following:

- Faculty of Arts and Social Sciences (FASS)
- Faculty of Business and Law (FBL)
- Faculty of Wellbeing, Education and Language Studies (WELS)
- Faculty of Science, Technology, Engineering and Maths (STEM)
- Open and Access Faculty

The current vacancy is in Faculty of Science, Technology, Engineering and Maths (STEM).

Shared Responsibilities of all Student Leaders

As a member of the Student Leadership Team, you become a crucial part of Open SU. Your role is to represent students, provide support, create a student community and uphold the mission, vision, and values of the organisation. All elected and co-opted student leaders have the following shared responsibilities:

- To work as a team to support Open SU's mission, vision and values.
- To truly harness the Open SU values of being welcoming, accountable, bold, adaptable and sustainable.
- To attend initial onboarding sessions, the four official quarterly SLT meetings each year, monthly SLT huddles and Open SU's biennial conference.
- To effectively communicate with fellow SLT members and the staff team who work in collaboration. This involves the regular use of official spaces and emails.
- Support, connect and work with other Open SU Volunteers and Representatives who are providing vital activities, services and events to members.

- To be the public face of the organisation involved in raising awareness, developing promotional materials, delivering presentations and hosting student facing sessions.
- Submit regular reports and blogs regarding your role, showcasing impact and engaging members, including contributing to the production of a biennial SLT report for Conference.
- Where possible, attend at least one Student Consultation meeting to engage with students.
- You will be committed to equality, diversity, and inclusion.
- Act openly and responsibly and be prepared to be accountable for your actions.
- Respect confidentiality in any information which has been imparted to you in confidence and recognise the importance of this - if this information relates to a safeguarding matter, you must not keep it to yourself. Speak to an Open SU staff member should you have concerns.

The Faculty Representative's responsibilities

- Being the first point of contact and a public face of Open SU for students and being prepared to communicate with students in their faculties through a range of platforms.
- Are members of the Faculty Academic Committee for Learning Teaching and Assessment.
- Engage with Student Recruitment and Support Centres.
- Engage with faculty members and module teams about non-governance issues relating to student experience on modules.
- Seek faculty specific student views regarding learning and student experience and work with fellow volunteers and representatives to ensure that this is appropriately fed back to the University and to students.
- Close the feedback loop on matters affecting students which are specific to the faculty, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Are members of the Student Senate Reference Group who meet online quarterly.

Key skills and attributes

The post-holder will need to possess, or be prepared to develop rapidly, the following:

- A broad understanding of their faculty and student needs within the different modules.
- Commitment to develop further skills and knowledge appropriate to the role.
- A broad understanding of Open SU and The Open University.

Training and support will be offered to any successful candidate, by both Open SU and the University.

Role Specific Essential information, including time commitment

This is a voluntary role which requires on average 5-10 hours a week, but is busier at some times, such as during Welcome Week or Student Voice events.

Faculty Representatives must either be enrolled for a module or registered for a qualification within the appropriate Faculty.

Examples of meetings attended by Faculty Representatives

The nature of our Student Leaders' roles is that there are always additional Op and OU working groups and committees that they will attend, as well as a range of one-off activities. We are therefore providing the most comprehensive list we are currently able to.

The list specifies scheduled meetings; additional work is typically required between these through online discussions and/or reading papers. In general, where there are in-person meetings, these often take place in Milton Keynes, however, we are embracing blended working and so many meetings can be attended online.

Open SU meetings

- **Student Leadership Team Meetings** – Formal SLT meetings to agree action taken by Open SU on Student-facing issues and to discuss proposals to the Board of Trustees when required. All formal business is covered in these meetings, and these are mandatory except for unavoidable circumstances.
- **Monthly Student Leadership Team catch up** – a less formal but regular opportunity for the SLT to get together to discuss current issues, ideas and generally support each other in role.
- **Student Senate Reference Group** – a student group who meets ahead of Senate to discuss views on papers. This group helps inform the six student members of Senate. They meet four times a year.

OU meetings

For the Faculty of Science, Technology, Engineering and Maths (STEM) Representative:

- Attending Academic Committee Learning Teaching and Assessment – four times per year. Meetings for the next academic year are online and planned for:
 - Wednesday 8 October 2025 (AM)
 - Tuesday 20 January 2026 (AM)
 - Tuesday 21 April 2026 (AM)
 - Tuesday 16 June (AM)

- Scholarship Centre Steering Groups – variable meetings per year.

SLT quarterly meetings (*as of July 2025*)

- Friday 17 - Sunday 19 October 2025 (online)
- Friday 6 - Sunday 8 February 2026 (in person)
- Friday 24 - Sunday 26 April 2026 (online)
- Friday 17 - Sunday 19 July 2026 (in person)

Student Senate Reference Group Meetings

- Monday 6 October 2025 (AM)
- Monday 26 January 2026 (AM)
- Monday 23 March 2026 (AM)
- Monday 15 June 2026 (AM)

Further information

These remits are not exhaustive and specify the core responsibilities of Elected Student Leaders. They are subject to change dependant on circumstance and ongoing developments. There may also be items that fall across remits where postholders will work collaboratively.

Remits indicate the normal assignment of responsibilities, however, where both parties are agreed, role descriptions are not intended to prevent the sharing or transfer of relevant work for good reason and in the interest of supporting one another.

All volunteers are expected to follow the Volunteer Policy and Agreement, the Values and Behaviour Policy and Code of Conduct given to them on taking up a role with Open SU.

All volunteers are required to have their own IT equipment and internet connectivity sufficient to fulfil their remits.