

## Student Staff Job Description

**Job Title:** Scrutiny Panel Member

**Responsible to:** Student Voice & Representation Manager, Senior Voice Coordinator, and Student Voice Coordinator (Democratic Engagement)

**Outline of Post:** To act as a Panel Member for the Guild's Scrutiny Panel, reviewing and scrutinizing the work of the Guild's Officer Team.

To prepare for and attend meetings of the Scrutiny Panel, and to provide positive and constructive feedback to Officers on their progress on their work, written statement (manifesto) aims and student ideas and policy submissions.

**Hours:** Able to work up to 8 hours per week.

### **Duties and Responsibilities:**

1. To review the work of the Guild's Officer Team, by reading and analysing reports submitted by the Officer Team, and providing positive and constructive feedback where appropriate.
2. To attend relevant training, briefings, and Scrutiny Panel meetings as required
3. To be aware of student idea and policy proposals approved through the Guild's decision-making structures
4. To monitor progress of the Officer Team against their written statement (manifesto), remit and policy
5. To provide and deliver comments on the progress and performance of Guild Officers for publication, in written and/or verbal format, such as at our All Student Meeting
6. To attend and complete compulsory training as required.

## **Person Specification**

The person specification describes the knowledge, experience & abilities that the Guild is looking for in the student staff we employ. To be successful, during the selection process (application form & interview) you should demonstrate:

- The ability to use good, independent, impartial judgement
- The ability to analyse reports and information, providing constructive feedback where appropriate
- Excellent organisational skills
- Passionate about the values and mission of the Guild of Students
- An understanding of the issues affecting University of Birmingham students
- Willing to learn about Guild Governance procedures and democratic processes
- Able to balance academic work with your responsibility to the Guild as your employer throughout the academic year

A full induction will be given to the successful candidates.