

POSTGRADUATE TAUGHT MP

The **Postgraduate Taught MP** will work with Postgraduate Taught **Reps** to find out the issues affecting PGT students, think about what we can do, and bring ideas to Parliament. In this role, you will work closely with the Vice President Academic, staff across the Union, and our brilliant PGT class reps to make sure we understand what our members (any students enrolled at our UK campuses) need and represent them at all levels.

This is a **part-time position**, based in the Scottish campuses during the 2024/25 Academic year. You will receive a stipend of £650 for the academic year.

For this role you must be available for in-person training at the beginning of September.

ABOUT HERIOT-WATT STUDENT UNION

HWUnion works to support the student experience, whether that is by speaking up for students in university meetings, making students feel like they belong in the Heriot-Watt community, helping people to make a change, championing people when they're doing well or dusting people off when things don't quite go to plan. Our elected officers, staff and volunteers all make this happen under one simple goal. **Students First, Always.**

HOW DO I GET THE JOB?

This is an **elected** position. Applications open on the 31st January, and close on the 21st February, then you'll get your campaign ready! From the 11th March, **students will vote** for who they think the PGT MP (along with other elected positions) should be. You get the job by convincing them you're the right person for the role.

You'll be elected based on the experience you have and what skills you'll bring to the team, as well as what you think the key areas for students are going to be next year.

JOB DESCRIPTION

This is a job like no other, and no two days will look the same! You'll be elected in on a set of 'promises' you've made to students (your manifesto!), and you also have day-to-

day responsibilities on top of that. Some days you'll need to work a bit later (or even start a bit earlier if you're in a global meeting!).

THE ROLE IN A NUTSHELL...

- U Work with the Vice President Academic and Class Representatives to make the academic experience for PGT students the best it can be at Heriot-Watt.
- U Attend and engage in Parliament (last Thursday of every month)
- U Support PGT class reps and attend meetings if they require.
- U Support Academic Congress (our big rep meetings that happen three times a year) and co-chair PGT class reps (every month) to drive positive changes on campus.
- U Work with staff at the University to improve the academic experience for students.
- U Go and speak to students about their experience.
- U Keep students and staff updated with what you're working on and achieving.

KEY ATTRIBUTES THE PGT MP SHOULD HAVE

Anyone can run to be PGT MP! To be successful in the role, you should be:

- U Passionate about making the academic experience the best it can be for students.
- U Excited to make positive changes – this role is not about keeping things ticking along.
- U Organised – you're going to have to juggle a lot of meetings, emails, and student demands!
- U A brilliant communicator – you're going to have to adapt your language and communication style. One minute you'll be speaking to our students, and the next you'll be speaking to the Directors of Learning and Teaching!
- U A team player – you're going to work within our brilliant team of elected officers, and you might have to work on things that aren't always based on education.

WHO YOU'LL WORK WITH...

The PGT MP works with a bunch of people across the Union and the University. In this role you'll need to develop and build relationships with our key stakeholders:

- U Students!
- U PGT Class Reps
- U Members of Parliament
- U Full Time Officers (especially the Vice President Academic)
- U Representation & Democracy Coordinator
- U Directors of Learning and Teaching
- U Your counterparts in other Unions

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TRAINING

Don't worry, we're not expecting you to understand or know everything before you start! There will be extensive training and support to make sure you're ready and able to take on the job. We will have a training day at the beginning of September, where you'll get to know the other MPs, and Full Time Officers, and build on skills you'll need in the role!