

## ***SCHOOL MEMBER OF PARLIAMENT***

The **School MP** will work with **Undergraduate Department Officers** to find out the issues affecting Undergraduate students from the School you represent, think about what we can do, and bring ideas to Parliament. In this role, you will work closely with the Vice President Education, staff across the Union, and our brilliant Department Officers to make sure we understand what our members (any students enrolled at our UK campuses) need and represent them at all levels. We have 5 School MP positions:

- U MACS School MP
- U EGIS School MP
- U EPS School MP
- U SOSS School MP
- U SOTD School MP

This is a **part-time position**, based in the Scottish campuses during the 2024/25 Academic year. You will receive a stipend of £500 for the academic years.

*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 21<sup>st</sup> February, then you'll get your campaign ready! From the 11<sup>th</sup> March, **students will vote** for who they think the School MP (along with other elected positions) should be. **Only Undergraduate students from your School can vote for you.** 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 Department Officers to make the academic experience for your School's students the best it can be at Heriot-Watt.
- U Attend and engage in Parliament (last Thursday of every month)
- U Attend and engage in Department Officer meetings (twice a month)
- U Organise and chair School-specific Department Officer meetings before the university-wide Department Officer meetings, to gather information for the agenda for the university-wide Department Officer meetings
- U Support and Facilitate Academic Congress (our big rep meetings that happen three times a year) to drive positive changes on campus
- U Attend and engage in university meetings if asked by the Vice President Academic
- U Ensure that Department Officers complete their semesterly report and compile them into a School-level report
- U Attend/chair SSLCs or the School's equivalent
- U Work with the Director of Learning and Teaching and the Staff Reps to improve the academic experience for your constituents
- U Help us improve your experience in the role by participating in semesterly feedback surveys and a handover at the end of your term
- 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 SCHOOL MP SHOULD HAVE**

Anyone can run to be a School 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 on behalf of your Department Officers in a meeting with your Director of Learning and Teaching!
- U A team player – you’re going to work within our team of elected officers, and you might have to work on things that aren’t always based on education.
- U Experience in an Academic Representation role (Class Rep or Department Officer) is a plus!

## WHO YOU’LL WORK WITH...

The School 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 Department Officers
- U Members of Parliament
- U Full Time Officers (especially the Vice President Academic)
- U Representation and Democracy Coordinator
- U Director of Learning and Teaching and Staff Reps

## 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 end of August, where you’ll get to know the other MPs, and Full Time Officers, and build on skills you’ll need in the role!