

OT Role Review – Background Paper

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Seconded: All OTs

Background

This paper addresses the Officer Trustees positions which exclude the two full time officer positions of Felix Editor and ICSMSU President. For several years, the roles of the Officer Trustees have been partially reviewed and adapted – this was most recently done 2 years ago in paper [1] based on a paper from several years before which outlined more radical changes [2]. In the years following it has become apparent that the roles, as they stand, either do not match what is happening in reality, or appear to be largely operational as opposed to strategic. At the start of the year Board acknowledged this and asked a review of the current roles be undertaken this paper provides the findings of this process before presenting the byelaw change at the end.

Union Oversight

For the Union to be truly student led it is paramount that the Officer Trustees have strategic oversight of all functions of the Union. This was the motivation for changing Deputy President Finances to Deputy President (Finance and Services) as a gap in OT oversight in the Union was identified. A similar mapping process was completed this year and is shown in Table 1 below. This highlighted that actually in terms of Union oversight the roles are broad enough.

College Oversight

The other major aspect to our roles is oversight of College functions that we can lobby and pressure for change. A similar mapping process was completed and shown in Table 2. This table shows the key leaders in college along with the departments that report to them. – each OT confirmed under each department denotes a current working relationship. Two major areas were highlighted here as currently not having OT involvement or oversight – Estate development and Strategic Finances. Also highlighted was the potential for becoming more involved in the Colleges service provision – where we have been involved for the previous couple of years, large student facing change has occurred.

Job Description vs What Actually Happens

The next stage was mapping the key role functions that actually have to be completed and comparing them to the current Job Description and name. This highlighted two things – the President, DPE and DPW roles were strategic and match up with the Job Description. The DPCS and DPFS roles however differed greatly from their Job Descriptions.

DPFS:

- In reality was considerably more operational than the Job Description implied.
- The remit outline in the Job Description is appropriate for an Officer Trustee Role.
- The Operational side seems to have been left over from before the changes were made to the role 2 years ago.

DPCS:

- Was considerably more strategic than the Job Description Implied – this is appropriate for an Officer Trustee role.
- Was less focussed on the running of clubs and societies (and projects) and considerably more around the facilitation and process development. The actual running of clubs is and has always been done by our volunteers.

Recommendations

- No changes to the Titles and Job Descriptions of President, Deputy President (Education) and Deputy President (Welfare).
- Rename Deputy President (Clubs and Societies) to Deputy President (Activities and Development)
 - This is to reflect the nature of what actually happens in the role.
- The Job Description of the DPCS to have two points added to emphasise the nature of the work – including development of space and development of processes.
 - Again to reflect the nature of the work the role actually entails.
- No changes to be made to the name of the Deputy President (Finance and Services) – but a firm recommendation that the changes that were made previously in terms of handing over operational functions to a staff member be taken into this round of Union Budgeting.
- A point be added to the DPFS Job description adding strategic focus on Colleges Finance and Services as well as the Union’s.
 - This is to reflect the direction of growth the role should head once the operational work load is corrected.

Table 1: OT Oversight of Union Function

Function	Pres	DPE	DPW	DPCS	DPFS
Staffing					
Student Advice					
Club and Society Activities					
Club and Society Finances					
Student Volunteering					
Student Training					
Student Recognition					
Elections					
Campaigns					
Council / Governance					
Representation Networks					
Commercial Services					
Finance					
Systems					
Disciplinary Cases					
Officer Projects					
Member communications					
Union communications					

Sponsorship / Sales					
Events					

Table 2: OT Oversight in College – If you need the image in a different format please let me know

															President														
Chief Financial Officer					College Secretary					Vice President Innovation					Vice President Advancement					Vice President (Communications and Public Affairs)					Vice President (International) Associate Provost (academic Partnership)				
Campus Services					Central Secretariat										Alumni Relations														
Estates Facilities					Internal Audit										Development														
Estates Projects					Reactor Centre										Global Development														
Financial Planning & Treasury					Risk Management										Presidential and Institutional Events														
Finance Service, Procurement & Tax					Safety Office										Prospect Development														
Financial Strategy															Operations														
ICT																													
White City Campus Development																													
White City Enterprise																													

Legend for OT Oversight colors:

- Pres: Green
- DPE: Yellow
- DPW: Blue
- DPCS: Red
- DPFS: Purple

													Provost																							
Vice Provost Research and Enterprise					Vice Provost Education						Associate Provost Academic Planning					Assistant Provost (Academic Promotions)					Assistant Provost (Equality, Diversity and Inclusion)					Assistant Provost (Space)						Deans				
Enterprise Research Office					Assistant Provost (Learning and Teaching)																										Departments	x	x			
					Careers																															
					Education Office																															
					Graduate School																															
					Library Services																															
					Professional Development																															
					Registry																															
					Student Welfare																															
					Special Projects																															

Pres
DPE
DPW
DPCS
DPFS

Papers

[1] https://www.imperialcollegeunion.org/your-union/how-were-run/committees/16-17/Union_Council/file/4359

[2] https://www.imperialcollegeunion.org/your-union/how-were-run/committees/13-14/Union_Council/file/2538