



POSITION DESCRIPTION

EDUCATION PRESIDENT - POSTGRADUATE

Reporting to:	State President
Honoraria:	\$10,000 (based on 48 weeks)
Time Commitment:	8 hours per week
Location:	Statewide
Employment Type:	Volunteer (Paid Honoraria)
Date:	1 November 2022 – 1 December 2023 It is a condition that all representatives attend the Student Leader Onboarding Workshop on 9 November 2022, and the two-day Student Leader Conference on 10-11 November 2022.

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1.0 Organisation Description

The Tasmanian University Student Association (TUSA) was founded in 1899, is one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania (UTAS).

The overall responsibility for the TUSA is overseen by our Board of Management (BoM), which consists of elected student representatives, external/lay members (appointed by BoM) and university representatives (appointed by UTAS), and is the employer of staff, who work with us to be an organisation 'run by students, for students'.

The TUSA is focussed on mobilising and enabling UTAS students to have their voices heard, and to be part of a community beyond the confines of the classroom. The TUSA aspires to facilitate this through student representation, the provision of clubs and societies, initiatives and independent student advocacy. We are an organisation focussed on realising the potential of our student base and providing opportunities for the cultivation of unique and exciting ideas that create meaningful and sustainable impacts for UTAS students.

2.0 Position Summary

The TUSA Education President – Postgraduate is primarily responsible for the academic representation of all postgraduate students at the University of Tasmania. The incumbent is a member of the TUSA State Council, the University's Academic Senate and any other committees to which they are nominated by the State President, both within the TUSA and the University.

While the incumbents core responsibility is academic representation of students, it is also necessary for the incumbent to engage with stakeholders and to remain abreast of issues affecting higher education in Tasmania and nationally. These stakeholders may include the Council of Australian Postgraduates Association (CAPA) and any postgraduate clubs and societies affiliated with the TUSA. The incumbent must be up to date on the data profile of postgraduate students at the University of Tasmania. The incumbent must maintain excellent working relationships with the State President, the

State Council, the TUSA Student Experience team, relevant staff members and any relevant external organisations.

3.0 Key Performance Areas

3.1 Specific Accountabilities

- Liaise with Education President - Undergraduate to establish and/or amend TUSA College Academic Committees.
- Work with Education President – Undergraduate and the Academic TUSA Experience Leaders (TELs) to support academic societies to shape their systems, structures and cultures to support enhanced distance, undergraduate and postgraduate student representation.
- Liaise regularly with Academic TELs to coordinate Academic Committee meetings and membership, assist in promotion of TUSA strategic and operational initiatives and projects, and the establishment of new postgraduate societies.
- Attend no less than two TUSA College Academic Committees per ordinary semester and shall bring to the attention of academic society delegates any agenda items relevant to their respective Schools, Faculties or Colleges.
- Be the lead student representative to the University Research Committee.
- Work closely with existing postgraduate societies to expand their membership, profile and representation strategies.
- Brief the State Council and upon request, the State President or CEO on any urgent issues relating to the Postgraduate community at the University.

3.2 All Representatives

- Throughout the performance of these duties, it is a requirement that at all times, Council members act in good faith, adhere to the TUSA Constitution, and comply with all TUSA and required UTAS policies and codes of conduct.

- Regularly update the student body on State Council initiatives and concerns.
- Other activities may include, but are not limited to:
 - Attend and submit reports to 75% of all State Council meetings, agreed UTAS Committee meetings and BoM meetings, as applicable, and communicate outcomes to TUSA and the student body
 - Leading delegations at conferences
 - Recruitment & selection
 - Presentations, public speaking and giving interviews
 - Event and project planning and delivery
 - Inter- and intra-state travel
 - Planning and overseeing student insight and consultation activities, e.g., surveys and focus groups
 - Drafting policy and position papers
 - Writing grant applications
 - Networking and building professional relationships

4.0 KPI's

- Attendance at 75% of required meetings (TUSA & UTAS focused)
- Submission of monthly report to State Council;
- Completion of handover report for successor;
- Monthly meeting with relevant Academic TEL's, including the Distance TEL
- Attendance at strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the CEO or President
- Attendance at Monthly One on One Meeting and a quarterly People Insight Session with State President to discuss progress against performance and development plan.

If the relevant councils deem that the incumbent is failing to fulfill their responsibilities; the council may, after sufficient warning and opportunity for improvement has been given, call for the incumbent honorarium to be reduced, or for the incumbent to be removed from the position.

5.0 What the Job Requires (Success Profile)

5.1 Attributes & Behaviours

- **STUDENT LED** – understands and empathises with the needs and aspirations of students; maintains constant focus on improving student experience and makes decisions informed by student insight and based on creation of value for the students.
- **CONNECTED** - demonstrates drive to develop open, honest and mutually beneficial relationships with all stakeholders in order to positively impact the organisation; Able to build wide and effective networks of contacts inside and outside of TUSA.
- **BOLD** - Seeks opportunities to transform the business and supports others through the change process; promotes the cultivation of unique and exciting ideas which enable students to achieve their desired results; open to new ideas and willing to think 'outside the box' to allow TUSA to continue evolving to keep up with the changing pace of society.
- **EFFECTIVE** - seeks to use their attributes to their utmost to enable TUSA to deliver on strategic goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering & developing others and recruiting talent.
- **KIND** - builds capacity by listening and building an understanding of others and then investing in their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.

5.2 Skills & Experience (Essential)

- The incumbent shall be a currently enrolled student at the University of Tasmania and remain a currently enrolled student for the duration of their term. A currently enrolled student is defined under Clause 18.1 of the UTAS Student Participation and Attainment
- The incumbent shall be a postgraduate student of the University of Tasmania, meaning they are undertaking further study for a higher qualification following the successful completion of a bachelor's degree (or equivalent recognition).

5.3 Skills & Experience (Desirable)

- Experience working with TUSA i.e. in State Council or SRC roles or as part of a TUSA affiliated Society (ideally academic) or Club or other community groups or UTAS student leadership role.
- Experience supervising, supporting and resourcing volunteers.
- Demonstrated ability to work with multiple stakeholders and contribute effectively as part of a diverse team.

6.0 Time Commitment

The expected time commitment for this role is an average of 8 hours a week over a 48-week period across 13 months and may require after-hours work to attend functions, attend meetings and to complete work.

7.0 Relationships

Key Relationships Internal:

- State Council members
- CEO
- TUSA Board of Management
- TUSA Staff

Key Relationships External:

- University of Tasmania students
- University of Tasmania Committee members & key staff members
- Relevant Societies and UTAS Community Groups
- CAPA
- General Public