

# **TUSA EXPERIENCE LEADER (TEL)**

## **College of Sciences and Engineering**

Reporting to:	Deputy Associate Dean Student Engagement and Retention CoSE and Deputy President - TUSA
Classification/Salary:	HEW1.1 \$32.693/hr (includes 25% loading for casual rate)
Location:	Hobart or Launceston
Employment Type:	Casual – aiming for average of 6hrs/week with additional hours and weeks of work available by mutual agreement.
Date:	March 2023

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# 1.0 Organisation Description

The Tasmanian University Student Association (TUSA), 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.

The overall responsibility for the TUSA is overseen by our Board of Management (BoM), which consists of elected student representatives, external 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

TUSA is creating a vibrant and contemporary representative organisation that enables all UTAS students to have a voice and shape their university experience. As a member of the TUSA team, you are considered a change agent for this work and as such will champion and lead opportunities for continuous improvement and positive change.

The TUSA Experience Leader (College of Sciences and Engineering) is the primary point of contact between TUSA and College of Sciences and Engineering, and is responsible for building connections between TUSA, CoSE student societies and College staff. This work will involve a high level of collaboration between the TEL and existing TUSA Clubs and Societies, as well members of State Council and TUSA staff members.

The CoSE TEL will have (or quickly gain) a thorough understanding of the organisational structure of the College of Sciences and Engineering as well as the demographics and interests of its diverse student cohorts. The TEL will seek to understand issues that may be affecting CoSE students. They will work with student representatives (especially TUSA Deputy, Undergraduate & Post-Graduate Presidents) to ensure those issues are channelled to appropriate staff members of the TUSA and the academic units or college (or other relevant UTAS areas). The TEL will assist with the development and championing of a College student engagement framework.

Given the responsibilities of these roles and TUSA's desire for these to be attractive, suitable, and sustainable for current or recently graduated students, TUSA and the College will accommodate ordinary hours being completed outside the usual hours of business and on weekends. The hours for this role will be mutually agreed upon between the parties as part of this recruitment and selection process.

## 3.0 Key Performance Areas

### 3.1 Representation

- Shall work with student representatives to advance the interests of students at the University of Tasmania (particularly within College of Sciences and Engineering)
- Shall be familiar with the current issues affecting students within College of Sciences and Engineering, and at the University of Tasmania and in the higher education sector generally
- Shall attend themselves and/or support other student leaders to actively participate in Course Advisory Committees, College Learning and Teaching Committees, and Inclusion, Diversity and Equity Committees
- Shall meet regularly with the Education President's to discuss issues arising and help them source data and formulate TUSA's position within University level committees

### 3.2 Engagement

- Shall work with existing Clubs and Societies, student representatives and relevant COSE staff to increase TUSA's & the College's engagement with College of Sciences and Engineering students
- Shall cultivate and manage professional relationships with relevant staff members within COSE, and act as a conduit to connect Clubs & Societies to relevant staff members in COSE, including Heads of Academic Units within COSE
- Shall encourage and support the College of Sciences and Engineering students to form their own Clubs and Societies where there is interest in doing so, particularly if College of Sciences and Engineering or State Council see benefit in the creation of a specific society
- Shall work to ensure that TUSA events and services are promoted to COSE students across all campuses (including online and Melbourne) as far as is reasonably practicable

*It should be noted that Position Descriptions will be reviewed on a 'as needs' basis in consultation between the employer and employee.*

- Shall work to assist Clubs & Societies to establish effective relationships with their relevant Academic Unit/College to increase student representation and inclusion in decision making and administration

### 3.3 Collaboration

- Shall work with TUSA State Council and the TUSA Chief Executive Officer to develop and implement Students as Partners approach to College of Sciences and Engineering.
- Shall work closely with the Deputy Associate Dean Student Engagement and Retention within COSE to improve student engagement, retention and success
- Shall join, and contribute to, a college-level working group that aims to develop and champion a College student engagement framework.
- Shall endeavor to assist other TUSA team members when called upon
- Shall liaise with regional TUSA student representatives and staff members to create and deliver College Orientation and major events and activities

## 4.0 What the Job Requires (Success Profile)

### 4.1 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 support 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'
- **EFFECTIVE** - seeks to use their attributes to their utmost to enable TUSA and COSE to deliver on strategic goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering & developing others

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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

## 4.2 Skills & Experience (Essential)

- Relationships & networking – Demonstrated ability to establish good relationships within varied networks and relate well to a diverse range of people
- Working with people - Demonstrated interest in understanding other perspectives, listening and consulting and building enthusiasm about student life (whether on or off campus); This includes an understanding of issues impacting culturally diverse populations, LGBTQIA+ people, people with disabilities, and other marginalised groups, and capacity to promote and advocate for and alongside diverse groups
- Planning and organising – Demonstrated ability to plan activities and projects well, delivering against deadlines by managing time effectively
- Deciding and initiating action - Demonstrated ability to make clear decisions, generate activity, take responsibility for action and initiate work under own direction
- Persuading and influencing – Demonstrated ability to make a strong personal impression on others and gain agreement/commitment by persuading, influencing, or negotiating
- Presenting and communicating information – Demonstrated ability to communicate clearly and express opinions and information both verbally and in written formats
- The incumbent shall be a currently enrolled student at the University of Tasmania within the College of Sciences and Engineering. A currently enrolled student is defined under UTAS Student Participation and Attainment Ordinance Clause 18.1.

## 4.3 Skills & Experience (Desirable)

- Experience supervising, supporting and resourcing team members and volunteers

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- Current driver's license

## 5.0 Relationships

### Key Relationships:

TUSA and Deputy President

TUSA Education Presidents – Undergraduate and Post Graduate

TUSA Operations Manager

TUSA Student Advocacy and Support Officers

TUSA Student Activation roles

TUSA Clubs and Societies Committee Members

Associate Dean of Learning and Teaching Performance – CoSE

Deputy Associate Dean Student Engagement and Retention – CoSE

Associate Heads Learning and Teaching Performance for COSE Academic Units

Learning and Teaching Project Officer, COSE

College Operations Manager, COSE

Course Coordinators

Heads of Academic Units

Course Advisory Committee Chairs & Secretaries (where applicable)