

# **TUSA EXPERIENCE LEADER (TEL)**

## **College of Health & Medicine**

Reporting to:	Associate Dean of Learning & Teaching Performance CoHM and Deputy President - TUSA
Classification/Salary:	HEW1.1 \$32.693/hr (includes 25% loading for casual rate)
Location:	Launceston, Burnie and Sydney (1 position available in each location)
Employment Type:	Casual – aiming for average of 6hrs/week with additional hours and weeks of work available by mutual agreement.
Date:	February 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.

TUSA Experience Leaders (College of Health & Medicine) are the primary points of contact between TUSA and College of Health & Medicine, and are responsible for building connections between the TUSA and CoHM students and 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.

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

TEs (College of Health & Medicine) will have (or quickly gain) a thorough understanding of the organisational structure of College of Health & Medicine as well as the demographics and interests of its various student cohorts. TEs (College of Health & Medicine) will seek to understand any issues that may be affecting CoHM students, and work with student representatives to ensure those issues are channelled to appropriate staff members of the TUSA and the school or faculty (or other relevant UTAS areas).

Given the responsibilities of these roles and TUSA and CoHM's desire for these to be attractive, suitable and sustainable for current or recently graduated students, TUSA & CoHM will accommodate ordinary hours being completed outside the usual hours of business and on weekends to better suit the genuine needs of the successful candidate with the days and times of the ordinary hours for this role being mutually agreed 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 Health & Medicine)
- Shall be familiar with the current issues affecting students 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

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

- Under the broad direction of the Associate Dean, Learning & teaching performance, assist with the implementation of the CoHM Student Engagement Standards Framework within CoHM organisational units
- Shall work with existing Clubs and Societies, student representatives and relevant CoHM staff to increase TUSA's & the College's engagement with College of Health & Medicine students
- Shall cultivate and manage professional relationships with relevant staff members within CoHM, and act as a conduit to connect Clubs & Societies to relevant staff members in CoHM, including Heads of School/Academic Units within CoHM
- Shall work to understand pre-degree, diploma and associate degree students as distinct cohorts, as well as promoting opportunities for University College students by involving non-traditional and online students in Clubs and Societies events and networking opportunities
- Shall encourage and support the College of Health & Medicine students to form their own Clubs and Societies where there is interest in doing so, particularly if College of Health & Medicine or State Council see benefit in the creation of a specific society
- Shall work to ensure that TUSA events and services are promoted to CoHM students across all campuses (including online, Rozelle and Melbourne) as far as is reasonably practicable
- Shall work to assist Clubs & Societies to establish effective relationships with their relevant School/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 Health & Medicine in alignment with the CoHM Student Engagement Standards Framework.

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- Shall work closely with the Associate Dean, Learning, Teaching and Performance within CoHM to improve student engagement, retention and success
- 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 CoHM 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

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

## 4.2 Skills & Experience (Essential)

- Demonstrated ability to establish good relationships within varied networks and relate well to a diverse range of 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
- Demonstrated ability to plan activities and projects well, delivering against deadlines by managing time effectively
- Demonstrated ability to make clear decisions, generate activity, take responsibility for action and initiate work under own direction
- Demonstrated ability to make a strong personal impression on others and gain agreement/commitment by persuading, influencing, or negotiating
- 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 . 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
- Current driver's license

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

## 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 – CoHM

Deputy Associate Dean Student Engagement and Retention - CoHM

Associate Heads Learning and Teaching Performance for CoHM Academic Units/Schools

Project Officer, Curriculum and Quality, CoHM

Director Operations, CoHM

Executive Director Strategy, CoHM

Course Coordinators

Heads of Schools/Academic Units

Course Advisory Committee Chairs & Secretaries (where applicable)