



## POSITION DESCRIPTION

# EDUCATION PRESIDENT - UNDERGRADUATE

Reporting to:	President
Honoraria:	\$16,000 (based on 48 week year)
Time Commitment:	16 hours per week
Location:	State
Employment Type:	Volunteer (Paid)
Date:	1 <sup>st</sup> December, 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.

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 – Undergraduate is primarily responsible for the academic representation of all undergraduate 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.

Given that the incumbent's core responsibility is academic representation, it will be necessary for the position holder to have a high degree of connectivity with various academic societies across all UTAS campuses. The incumbent must endeavour to be an effective conduit between University committees, the TUSA and academic societies. Further, the incumbent must make efforts to be up to date on the data profile of undergraduate students at the University of Tasmania and must be in regular contact with

the State President, the TUSA Student Experience team, relevant staff members and academic society executives.

## 3.0 Key Performance Areas

### 3.1 Specific Accountabilities

- Shall liaise with Education President – Postgraduate to establish and/or amend TUSA College Academic Committees.
- Shall work with Education President – Postgraduate and the TUSA Experience Leader – Distance to urge academic societies to change their systems, structures and cultures to support enhanced distance and postgraduate student representation.
- Establish best practice framework for academic societies seeking to represent their students more effectively.
- Shall attend no less than two TUSA College Academic Committee meetings per ordinary semester and shall bring to the attention of academic society delegates any agenda items relevant to their respective Schools, Faculties or Colleges.
- Shall be the lead student representative on the Unit Courses and Unit Proposals Committee (UCUPC) while also sitting on other Academic Committees as determined by the State President.
- Shall hold semi-regular meetings with undergraduate students that for whatever are underrepresented by an existing academic society to understand their issues and needs.
- Shall work with the Academic TUSA Experience Leader's (TELs) to assist in promotion of TUSA strategic and operational initiatives including but not limited to Academic and Non Academic Influence Plans.
- Shall brief the State Council and upon request, the State President or CEO on any urgent issues relating to the academic concerns of the student community at the University.

### 3.2 All Representatives

- Shall attend and submit reports to 75% of all State Council meetings, UTAS Committee meetings and BoM meetings if applicable.
- Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally and ensure any submissions made on behalf of the students is informed by accurate and timely data.
- Shall be available to University of Tasmania students to discuss higher education issues and bring these issues to the attention of the Tasmanian University Student Association.
- Shall endeavor to assist other officer bearers when called upon.
- Shall participate in the ongoing development and delivery of the TUSA Strategic Plan.
- Shall actively collaborate and work with all areas of the TUSA Team (inc. elected student representatives, student and non-student staff)
- Shall liaise with other regional officers on issues affecting University of Tasmania
- Shall heed advice from the TUSA Equity Committee in relation to best practices to be adopted throughout the organisation
- Other duties as required by the State Council, and the CEO.

### 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;
- Hold monthly meetings with Academic TEL's, including the distance TEL
- Attendance at particular 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.

### 5.3 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 Ordinance.
- The incumbent shall be an undergraduate student at the University of Tasmania, pursuant to Section 3.1 of the UTAS Student Participation and Attainment Ordinance.

### 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 Role Dimensions

<b>This Position Manages:</b>	NA
<b>Expenditure Authority</b>	TBC
<b>Expense Budget:</b>	TBC
<b>Revenue Budget:</b>	NA

The expected time commitment for this role is an average of 16 hours a week over a 48-week period 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
- General Public