



POSITION DESCRIPTION

PRESIDENT

Reporting to:	Board of Management
Honoraria:	\$30,000 (based on 48 week year)
Time Commitment:	30 hours per week
Location:	Statewide
Employment Type:	Volunteer (Paid)
Date:	1 st December, 2022

Contents

1.0 Organisation Description	2
2.0 Position Summary	2
3.0 Key Performance Areas	3
4.0 KPI's	5
5.0 What the Job Requires (Success Profile).....	5
6.0 Role Dimensions	6
7.0 Relationships.....	7

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 State President is primarily responsible for the effective representation and engagement between the student body and the Association. The State President is also responsible for the implementation and maintenance of the strategic direction of the Association in collaboration with the CEO. The incumbent is the Chair of the TUSA State Council, a member of the BoM, and any other committees to which they appoint themselves to.

The State President is responsible for maintaining the relationship between student representatives and the University and presenting to State Council as much context as possible in its deliberations on various matters. The State President is also largely responsible for maintaining the organisation's relationship with the media. The President is a significant change leader of this work and will champion and lead opportunities for

continuous improvement and positive change. The President must be highly motivated and have a sound understanding of higher education issues.

3.0 Key Performance Areas

3.1 Specific Accountabilities

- Shall seek to advance the interests of students at the University of Tasmania.
- Shall Chair at least 10 State Council meetings per year.
- Shall review position reports included in State Council meeting agenda and minutes
- Shall work with the CEO and BoM to develop and execute the TUSA Strategic Direction.
- Shall be an honorary member of any subcommittee established by State Council.
- Shall collaborate with the CEO as joint spokespeople for the organisation.
- Shall review the minutes of each TUSA subcommittee meeting in a timely fashion
- Shall prepare and participate in TUSA People Insight process, both in terms of preparing for and participating in discussions with the Chair of the BoM and/or CEO as well as managing this process with all State Council members
- Shall be the lead student representative to the University's Academic Senate and any other UTAS Meetings agreed to at the start of their term; preparing submissions and delegating responsibility for certain agenda items where appropriate.
- Shall maintain the organisation's relationship with the Chancellor and Vice Chancellor in collaboration with the Chair of the Board of Management and the CEO.
- Shall endeavor to meet frequently with the student member of the University Council to discuss pertinent issues relating to student representation and engagement.

- Shall show deference to the findings of the Equity Committee on equity related matters.
- Shall act as liaison between the Editor of Togatus and State Council.
- Shall be informed of general matters affecting higher education within Tasmania, including available data pertaining to the student body.

3.2 All Representatives

- Shall attend and submit reports to 75% of all State Council meetings, agreed UTAS Committee meetings and BoM meetings, as 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 actively collaborate and work with all areas of the TUSA Team (inc. elected student representatives, student and non-student staff, BoM Members)
- Shall endeavor to assist other officer bearers when called upon.
- Shall participate in the ongoing development and delivery of the TUSA Strategic Plan.
- Shall liaise with other regional officers on issues affecting University of Tasmania
- Shall heed advice from the TUSA Equity Committee and other TUSA based Committees 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;
- Submission of monthly report to TUSA Board of Management;
- Completion of handover report for successor;
- People Insight Plans in place for each member of the State Council;
- Attendance at weekly One on One Operational Meeting with CEO;
- Attendance at particular strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the CEO
- Attendance at Monthly One on One Meeting with Chair of Board and/or CEO to discuss progress against People Insight 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 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 Club or other community groups or UTAS student leadership role.
- Experience supervising, supporting and resourcing team members and volunteers.
- Demonstrated ability to work with multiple stakeholders and contribute effectively as part of a diverse team.
- Current Driver's License.

6.0 Role Dimensions

This Position Manages:	7 Direct Reports
Expense Budget:	TBC as part of Annual Budget
Revenue Budget:	NA
Assets Under Control:	NA

The expected time commitment for this role is 30 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 Chancellor, Vice Chancellor and Director – Student Experience
- University of Tasmania Committee members & key staff members
- Relevant Societies and UTAS & External Community Groups
- General Public