

# **TUSA EXPERIENCE LEADER**

## **Student Activation**

<b>Reporting to:</b>	TBC before interviews
<b>Classification/Salary:</b>	HEW1.1 \$24.40 per hour
<b>Location:</b>	Hobart or Launceston
<b>Employment Type:</b>	Permanent part-time roles with 6hrs/week over a 26 week period, with additional hours and weeks of work available by mutual agreement.
<b>Date:</b>	15/09/2021

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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 Experience Leader (Activation) is responsible for building connections between TUSA and UTAS students, staff and alumni. These roles are varied in terms of their focus, but their overall purpose is to enable TUSA to deliver on the following TUSA Student Promises:

- We'll work with you to make a difference – includes involvement in Sustainability Programs inc. Equity & Diversity, Environmental, Mental Health & Wellbeing
- We'll help you explore your time at UTAS – includes involvement in Activation Programs such as Clubs & Societies, Events and Experiences
- We'll help you develop and grow – includes involvement in Leadership and Student Development Programs, events and activities

Regardless of the focus of your role as a TEL (Activation) this work will involve a high level of collaboration between yourself and key stakeholders, be they TUSA Clubs and Societies, members of State Council or University representatives.

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 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 Engagement & Activation

- Shall work with State Council and broader TUSA team to develop and deliver Annual Orientation & Welcome and Events & Experience Programs.
- Shall work with broader TUSA team and relevant members of State Council to develop and deliver TUSA's Sustainability & Development Programs including (but not limited to) Equity & Diversity, Mental Health & Wellbeing and Environmental Programs.
- Shall work with existing Clubs and Societies, student representatives and relevant TUSA staff to increase TUSA's engagement with UTAS students through delivery of the Clubs & Societies program including:
  - Supporting them to deliver their events and activities from an event planning, delivery and promotion perspective, as required
  - encouraging UTAS students to form their own Clubs and Societies where there is interest in doing so, particularly if enables the delivery of TUSA strategic programs or addresses an unmet student need.

- cultivating and managing professional relationships with relevant staff members within TUSA, and acting as a conduit to connect Clubs & Societies to relevant staff members.
- Shall work to ensure that TUSA events and services are promoted to UTAS students across all campuses (including online students) as far as is reasonably practicable.

### **3.2 Representation**

- Shall attend and assist organisation and running of TUSA led events, acting as a brand ambassador and promoting the TUSA and its value & services for all students, regardless of what cohort they come from.
- Shall act as a conduit to College based TELs or State Council members or advocates, when issues are raised by student or identified, that require TUSA assistance.

### **3.3 Collaboration**

- Shall endeavor to assist other TUSA team members when called upon.
- Shall participate in the ongoing development and delivery of the TUSA Strategic Plan.
- Shall liaise with College TELs & Regional TUSA student representatives and staff members to create and deliver Campus & College specific events and activities, where needed.
- Other duties as required by the State Council, and the Chief Executive Officer.

### **3.4 All Staff**

- Shall seek to embody and advance TUSA's organisational values (student-led, kind, bold, effective and connected).
- Practice and demonstrate safe work practices to ensure the wellbeing of staff, students and other stakeholders
- Undertake other duties commensurate with the level of the post as required and which the CEO shall from time to time determine. '

## 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 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.

### 4.2 Experience & Qualifications (Essential)

- The incumbent shall be a currently enrolled student at the University of Tasmania or must have been an enrolled student within the last 3 years. A currently

enrolled student is defined under UTAS Student Participation and Attainment Ordinance Clause 18.1.

- Excellent oral and written communication skills.
- Demonstrated enthusiasm about student life (whether on or off campus).
- Proven interpersonal skills and the ability to positively engage with many different types of people, especially UTAS students.
- Experience supervising, supporting and resourcing team members and volunteers.
- Proven understanding and experience in cultural diversity issues, awareness, promotion and advocacy.
- Demonstrated ability to work with multiple stakeholders and contribute effectively as part of a diverse team.
- High attention to detail with proven Organisational and administration skills – ability to meet deadlines and manage time.
- The ability to coach and mentor young adults in the areas of project management, events management, people management and income generation

#### 4.3 Skills & Experience (Desirable)

- A current driver's license

## 5.0 Role Dimensions

<b>This Position Manages:</b>	NA
<b>Expenditure Authority:</b>	TBD
<b>Expense Budget:</b>	NA
<b>Revenue Budget:</b>	NA
<b>Assets Under Control:</b>	NA

## 6.0 Relationships

### **Key Relationships Internal:**

Chair of the TUSA Board of Management

President of State Council

State Council

TUSA Staff

### **Key Relationships External:**

UTAS Vice Chancellor & COO UTAS

Student Experience Staff

UTAS Other Divisional Staff

UTAS College, Faculty & School's Staff