

TUSA EXPERIENCE LEADER

Distance

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

Contents

1.0 Organisation Description	2
2.0 Position Summary	2
3.0 Key Performance Areas.....	2
4.0 What the Job Requires (Success Profile).....	5
5.0 Role Dimensions	7
6.0 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 Experience Leader – Distance is responsible for driving and delivering strategies, initiatives and programs to better engage Distance Students at UTAS. This role is responsible for building connections between the TUSA and UTAS students, increasing the power of their student voice, supporting representation and increasing engagement of these students.

The incumbent's core responsibilities are in the facilitation of better Distance Student engagement, it will be necessary for the incumbent to also engage with stakeholders related to those goals. The incumbent will already have or quickly seek to understand issues facing Distance students at UTAS, and work with the Education Presidents and other Student Representatives more broadly to ensure these issues are channelled to appropriate staff members & committees of both the TUSA and UTAS more broadly.

The incumbent must make efforts to be up to date on the data profile of distance students at the University of Tasmania and must be in regular contact with the Education Presidents, the TUSA Student Experience team, relevant staff members and academic society executives.

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 & Experience

- Shall work with existing Clubs and Societies, student representatives and relevant TUSA staff to increase TUSA's & the College's engagement with Distance students.
- Shall encourage Distance students to form their own Clubs and Societies where there is interest in doing so, particularly if the State Council see benefit in the creation of a specific society.
- Shall work to ensure that TUSA events and services are offered equitably to Distance students as far as is reasonably practicable.
- Shall cultivate and manage professional relationships with relevant staff members working with Distance students.
- Shall coordinate, participate and promote online TUSA events.

3.2 Representation

- Shall work with student representatives to advance the interests of students at the University of Tasmania (particularly Distance students).
- 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.
- Shall work with Education President – Undergraduate, Education President – Postgraduate and College TEL's to encourage academic colleges and societies to change their systems, structures and cultures to support enhanced distance student representation.

3.3 Collaboration

- Shall work with State Council and the Communications & Engagement Manager to develop and implement TUSA's approach to Distance students.
- 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 regional TUSA student representatives and staff members to create 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 Skills & Experience (Essential)

- Excellent oral and written communication skills.
- Experience in setting up and administering online events
- Proficient in the use of social media channels
- Competent in the use of Microsoft Office, Zoom, Teams and other online systems.
- 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 incumbent shall be a currently enrolled student at the University of Tasmania or must have been an enrolled student within the last 2 years. A currently enrolled student is defined under UTAS Student Participation and Attainment Ordinance Clause 18.1.
- Given the responsibilities of these roles and the desire for these to be made available to current or recently graduated students, it is expected that ordinary hours will be required to be completed outside the usual hours of business and on weekends.

5.0 Role Dimensions

This Position Manages:	NA
Expenditure Authority:	TBD as part of Annual Budget
Expense Budget:	NA
Revenue Budget:	NA
Assets Under Control:	NA

6.0 Relationships

Key Relationships Internal:	State Council Members Chief Executive Officer Communications & Engagement Manager Student Communications Officer Student Experience Officers and administrator TUSA Clubs and Societies Officer TUSA Clubs and Societies Committee Members
Key Relationships External:	TUSA Communications Committee and Staff University of Tasmania Students University of Tasmania Student Experience and Communications Staff members Relevant UTAS College Staff members General Public

