



## POSITION DESCRIPTION

### CRADLE COAST CAMPUS PRESIDENT

Reporting to:	General Secretary
Honoraria:	\$9000
Time Commitment:	7.6 hours per week
Location: <small>OBJ</small>	Cradle Coast
Date:	1 November 2024 – 1 December 2025 It is compulsory that all representatives attend both the Student Leader Onboarding Workshop and the two-day Student Leader Conference held in November 2024.

#### Contents

1.0 Position Summary .....	2
2.0 Key Performance Areas .....	2
3.0 KPI's.....	4
4.0 What the Job Requires (Success Profile) .....	4
5.0 Time Commitment.....	5
6.0 Relationships.....	5

## **1.0 Position Summary**

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 central aim of the TUSA is to mobilise and enable UTAS students to have their voices heard, and to nurture a sense of community for students. The TUSA aspires to facilitate this through student representation, the support of TUSA clubs and societies, and independent services that meet specific student needs, including the Student Advocacy Team, Student Legal Service, and TUSA Food Hub.

The TUSA Cradle Coast Campus President is primarily responsible for the advancement of student engagement with the Association and the activation of Clubs and Societies at the Cradle Coast campuses. The incumbent is an elected member of the TUSA Northern Student Experience Committee, and any other committees to which they are nominated by the President, both within the TUSA and the University.

The Cradle Coast Campus President will lead the TUSA's North West student engagement strategy, working with elected student representatives from various Clubs and Societies to coordinate and drive student activities on campus. The incumbent will develop strong working relationships with the executive members of the Clubs and Societies in their region. The incumbent must maintain excellent working relationships with the President, the State Council, the TUSA Student Experience team, relevant staff members and any relevant external organisations.

## **2.0 Key Performance Areas**

### **2.1 Specific Accountabilities of the Cradle Coast Campus President**

- Work creatively and persistently to support the creation and promotion of new clubs and societies in their region and provide for the growth and administration of existing clubs and societies.
- Work closely with TUSA Experience Leader's (TEL's) to deliver student experience programs and activities.
- Work with staff and relevant committees to plan and execute student engagement events.

- Provide a regular update in a quarterly report of action against the calendar of events planned for clubs and societies within their region.
- Support clubs and societies by frequently attending their events and encourage other TUSA student representatives to do the same.
- Work and collaborate with the University's Student Engagement model as appropriate.
- Seek feedback from students of all demographics on the Cradle Coast Campus and understand the issues important to them to advance the interests of students at UTAS.

## **2.2 Key Responsibilities of All State Council Members**

- Throughout these duties, it is a requirement that Council members act in good faith, adhere to the TUSA Constitution, and comply with all TUSA and required UTAS governance instruments and codes of conduct.
- Regularly update the student body on State Council initiatives and concerns.
- Other activities may include, but are not limited to:
  - Attend and submit reports to 75% of all State Council meetings
  - Attend 75% of agreed UTAS Committee meetings
  - Attend TUSA Board and/or Subcommittees as required
  - Leading delegations at conferences
  - Recruitment & selection
  - Presentations, public speaking and giving interviews
  - Event and project planning and delivery
  - Inter- and intra-state travel
  - Planning and overseeing student insight and consultation activities, e.g., surveys and focus groups
  - Drafting policy and position papers
  - Writing grant applications
  - Networking and building professional relationships

### **3.0 KPI's**

- Attend and submit reports to 75% of all State Council meetings
- 75% of agreed UTAS Committee meetings
- 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body
- Submission of monthly report to State Council
- Completion of handover report for successor.
- People Insight Plans in place for each member of the State Council.
- Attendance at strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the General Manager.
- Attendance at Monthly One on One Meeting with President.

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.

## **4.0 What the Job Requires (Success Profile)**

### **4.1 Personal Attributes**

- Embody and work with the intent of reflecting the core TUSA Values – Student-Led, Connected, Bold, Effective and Kind.

### **4.2 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, and outlined in the TUSA Election Policy.
- The incumbent shall furthermore meet the candidature requirements outlined by the TUSA Election Policy.
- The incumbent shall be a student who is either enrolled at or regularly attends the UTAS Cradle Coast Campus(es).

#### **4.3 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.

#### **5.0 Time Commitment**

The expected time commitment for this role is an average of 7.6 hours per week over a 51.5-week period across 13 months and may require after-hours work to attend functions, attend meetings, and to complete work.

#### **6.0 Relationships**

##### **Key Relationships Internal:**

- State Council members
- TUSA General Manager
- TUSA Board of Management
- TUSA Staff

##### **Key Relationships External:**

- University of Tasmania students
- University of Tasmania Committee members & key staff members
- Relevant Clubs & Societies and UTAS Community Groups
- General Public