



## POSITION DESCRIPTION

### GENERAL SECRETARY

Reporting to:	President
Honoraria:	\$22,750 (+ Superannuation)
Time Commitment:	19 hours per week
Location:	Australia-wide
Term:	1 November 2024 – 1 December 2025 It is compulsory for 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 KPIs.....	4
4.0 What the Job Requires (Success Profile) .....	5
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 General Secretary's main role is to manage the operations of the TUSA State Council and affiliated sub-committees, including oversight of State Council strategy, governance, budget, and financials. To do this, the General Secretary must assist in delivery of meetings, ensure the Council's compliance with the TUSA Constitution and oversee the performance of the Council members. As a key member of the organisation's leadership and the TUSA Board of Management, they also inform, revise and deliver on the direction of the organisation, be that through involvement in strategic initiatives or operational planning.

The General Secretary is responsible for acting as a liaison between the Editor in Chief of Togatus and the State Council. The General Secretary is a significant change leader in this work and will champion and lead opportunities for continuous improvement and positive change. The General Secretary must be highly motivated and have a sound understanding of higher education issues. While internally facing, the position provides an opportunity to develop a skillset in operational management and governance, creating a pathway to a career in executive management.

## 2.0 Key Performance Areas

### 2.1 Specific Accountabilities of General Secretary

- To be responsible for the operations of the TUSA State Council and affiliated sub-committees.
  - Including:
    - Monitor performance of State Council members and assisting the President to fill vacancies if they arise.

- Prepare and participate in the TUSA People Insight process, both in terms of preparing for and participating in discussions with the President as well as managing this process with all State Council members.
  - Ensure the State Council adopts principles and policies of good governance.
  - Work with the President to develop and execute the TUSA State Council Strategic Direction.
  - Monitoring of State Council budget and financials through direct report and liaison with the President.
  - Reside as Deputy Chair of the TUSA State Council and all TUSA State Council affiliated sub-committees.
- Report to and attend all State Council meetings, and reside as Deputy Chair of State Council
  - Sit on all sub-committees of State Council.
  - Meet regularly with senior UTAS staff and advise the University on student issues.
  - Participate in professional development opportunities for the benefit of the role.
  - Show deference to the findings of the Equity Committee on equity related matters.
  - To Act as liaison between the Editor of Togatus and State Council.
  - Be informed of general matters affecting higher education within Tasmania and nationally, including available data pertaining to the student body.
  - To sit as a voting member on the TUSA Board of Management.

## 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
  - 75% of agreed UTAS Committee meetings

- 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body
- 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 KPIs

- Deputy Chair at least 10 State Council meetings per year.
- 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 and support the President in reporting 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 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.

### 4.3 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.

## 5.0 Time Commitment

The expected time commitment for this role is 19 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. It is recommended that the General Secretary consider a reduction in their study load or have an approved leave of absence for the duration of their term in order to meet the requirements of the role.

## 6.0 Relationships

A key aspect to the role is to actively collaborate and work with all areas of the TUSA & UTAS teams, and external stakeholders.

### Key Relationships Internal:

- State Council members

- General Manager
- TUSA Board of Management
- TUSA Staff

**Key Relationships External:**

- University of Tasmania students
- University of Tasmania Committee members & key staff members
- National Union of Students State President
- Relevant Clubs & Societies and UTAS & External Community Groups
- General Public