



## POSITION DESCRIPTION

### EDUCATION PRESIDENT - POSTGRADUATE

Reporting to:	General Secretary
Honoraria:	\$11,250
Time Commitment:	9.5 hours per week
Location:	Australia-wide
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.

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#### 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 Education President – Postgraduate is primarily responsible for the academic representation of all postgraduate students at the University of Tasmania. The incumbent is a member of the TUSA State Council, the University’s Academic Senate, Learning and Teaching Committee, Research Committee and any other committees to which they are nominated by the President, both within the TUSA and the University.

While the incumbent's core responsibility is academic representation of students, it is also necessary for the incumbent to engage with stakeholders and to remain abreast of issues affecting higher education in Tasmania and nationally. These stakeholders may include the Council of Australian Postgraduates Association (CAPA) and any postgraduate clubs and societies affiliated with the TUSA. The incumbent must be up to date on the data profile of postgraduate students at the University of Tasmania. 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 Postgraduate President**

- Liaise with Education President - Undergraduate to establish and/or amend TUSA College Academic Committees.
- Work with Education President – Undergraduate and the Academic TUSA Experience Leaders (TELs) to support academic societies to shape their systems, structures and cultures to support enhanced distance, undergraduate and postgraduate student representation.
- Liaise regularly with Academic TELs to coordinate Academic Committee meetings and membership, assist in promotion of TUSA strategic and

operational initiatives and projects, and the establishment of new postgraduate societies.

- Attend no less than two TUSA College Academic Committees per ordinary semester and shall bring to the attention of academic society delegates any agenda items relevant to their respective Schools, Faculties or Colleges.
- Be the lead student representative to the University Research Committee.
- Work closely with existing postgraduate societies to expand their membership, profile and representation strategies.
- Brief the State Council and upon request, the President or General Manager on any urgent issues relating to the Postgraduate community at the University.

## **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 KPIs**

- 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 postgraduate student of the University of Tasmania, meaning they are undertaking further study for a higher qualification following the successful completion of a bachelor's degree (or equivalent recognition).

### 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 9.5 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
- CAPA
- General Public