

POSITION DESCRIPTION

CRADLE COAST CAMPUS PRESIDENT

Reporting to:	General Secretary
Honoraria:	\$8,380
Time Commitment:	6.5 hours per week
Location: 	Cradle Coast
Date:	1 November 2026 – 1 December 2027 It is compulsory that all representatives attend the Student Council Onboarding Workshop on October 26 and 27, 2026, the Student Leaders Conference on October 28 and 29, 2026, and the Student Council Onboarding on February 2, 2027.

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 Security Program.

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 campus. The incumbent sits on a mixture of University & TUSA committees, to which they are nominated by the Student Council.

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, as well as with the Campus Presidents across the Southern, Northern and Rozelle regions. The incumbent must maintain excellent working relationships with the President, the General Secretary, the Student 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 the TUSA Student Experience Team and other relevant staff 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 monthly student representative reporting 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.

- If elected by the Student Council to do so, to sit as a voting member on the TUSA Board of Management, as per Section 14 (a) (vi) of the TUSA Constitution, and/or a Sub-Committee of the Board.

2.2 Key Responsibilities of All Student 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 Student Council initiatives and concerns.
- Other activities may include, but are not limited to:
 - Attend and submit reports to at least 75% of all Student Council meetings.
 - Attend at least 75% of agreed UTAS Committee meetings.
 - Attend TUSA Board and/or Subcommittees as required.
 - Attend campus specific TUSA signature events, including Semester 1 and Semester 2 Orientations and Clubs & Societies Days.
 - Lead delegations at conferences.
 - Recruitment & selection.
 - Presentations, public speaking and giving interviews.
 - Event and project planning and delivery.
 - Inter- and intra-state travel.
 - Plan and oversee student insight and consultation activities, e.g., surveys and focus groups.
 - Draft policy and position papers.
 - Write grant applications.
 - Network and build professional relationships.
 - Volunteer in TUSA Hubs, as applicable based on location.

3.0 KPI's

- Attend and submit reports to at least 75% of all Student Council meetings.
- Attend at least 75% of agreed UTAS Committee meetings.

- Attend at least 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body.
- Completion of handover report for successor.
- People Insight Plan in place with the General Secretary.
- Attend strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the General Manager.
- Attend a monthly one on one meeting with the General Secretary.
- Attend Cradle Coast Campus Orientations and TUSA Clubs & Societies Market Days.

If the incumbent fails to fulfill their responsibilities; the council may, following consultation with the TUSA Board, and 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.
- Demonstrated experience in student leadership, communication, collaboration, initiative, and community building.

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 be enrolled in coursework units totaling a minimum of 12.5 credit points, or in a Higher Degree by Research program, as applicable.
- 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).

- The incumbent shall obtain a Registration to Work with Vulnerable People (RWVP). Where the incumbent does not have an existing valid RWVP, an application following election must be submitted and issued prior to commencement of the role on 1 November 2026. TUSA will cover the costs for new applications.

4.3 Skills & Experience (Desirable)

- Experience working with TUSA i.e. in Student 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 6.5 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:

- Student Council members
- TUSA Executive Team
- 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