



POSITION DESCRIPTION

Position Title:	Aboriginal and Torres Strait Islander Officer
Department:	Student Representative Council (Cradle Coast)
Reporting to:	
Classification /Salary:	\$TBC pro rata
Date:	24 July 2019

Organisation Description

The TUU is jointly governed by Student Representative Council (SRC) and the Board of Management (BoM). The BoM oversees the basic operations of the TUU, controls its operating activities, is responsible for employing relevant staff, controls the budgets of the union, and acts as the highest point of review for the entire Union, including the SRC. The SRC focuses more on the everyday aspects of student like, particularly educational and welfare advocacy and hosting various events and activities. The TUU provides a wide range of services to students. These services currently include:

- Providing student representation, protecting student rights, and participating in university governance.
- Offering independent student advocates
- Hosting events and concerts.
- Facilitating the operation of the TUU-affiliated student clubs and societies.
- Publishing student-produced media, such as the TUU student magazine, Togatus.

Position Summary

The Aboriginal and Torres Strait Islander Officer is responsible for driving increased visibility of Aboriginal and Torres Strait Islander issues, as well as supporting the increased participation of Aboriginal and Torres Strait Islander students in all areas of academic and non-academic life at the University of Tasmania.

Lobbying, developing campaigns, and liaising with key stakeholders and groups at the University of Tasmania and in the wider community are important responsibilities of this position. The Aboriginal and Torres Strait Islander Officer will also be supported in developing an ongoing autonomous collective for Aboriginal and Torres Strait Islander students studying at the University of Tasmania.



Generic Accountabilities

Generic accountabilities

1. Shall attend all formal meetings of the Cradle Coast Student Representative Council.
2. Shall submit a report for every formal meeting of the Cradle Coast Student Representative Council.
3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally.
4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions.
5. Shall be available to University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union where appropriate.
6. Shall assist other Office Bearers with their campaigns and events where required.
7. May be requested to sit on one or more University Committees, at the nomination of the Tasmania University Union Statewide President.
8. Other duties as required by the Cradle Coast Campus President, Cradle Coast Student Representative Council and the State Council.
9. Shall submit a yearly plan by 1 February.

Generic accountabilities – every TUU member

1. Ensure a safe and hazard free workplace environment by reporting any workplace health and safety hazards, and complying with TUU/University workplace health and safety standards at all times.
2. Make sound time management judgement in relation to prioritising work and meeting deadlines.
3. Shall be familiar with all TUU & UTAS Policies, to be subject to those policies, and propose new TUU policies where appropriate.
4. Shall build own capability and experience actively participating in development and delivery of Personal Performance & Development Planning Activities.

Specific Accountabilities

1. Shall meet with the Cradle Coast Riawunna Centre's staff a minimum of four times per year.
2. Shall be the official liaison between the TUU and the Cradle Coast Riawunna Centre for any Aboriginal and/or Torres Strait Islander matters.
3. Shall be familiar with Aboriginal and Torres Strait Islander issues at the University of Tasmania and in the wider Aboriginal and Torres Strait Islander community.
4. Shall be available to University of Tasmania students and staff in the relevant region to discuss Aboriginal and Torres Strait Islander issues and bring these to the attention of the Tasmania University Union.



Tasmania University Union

5. Shall consult with relevant Aboriginal and/or Torres Strait Islander people and organisations.
6. Shall coordinate events and campaigns around a range of Aboriginal and Torres Strait Islander issues.
7. Shall perform the Acknowledgement of Country protocol at all meetings within the Tasmania University Union whenever is culturally appropriate.
8. Should hold events for Survival Day, National Apology Day, National Close The Gap Day, National Sorry Day, National Reconciliation Week, MABO Day and National NAIDOC Week.

Supervision and Support

Supervision

High level of autonomy in the development of campaigns and events, under guidance from the Cradle Coast Student Representative Council, State Council, Tasmania University Union Staff and the Cradle Coast Riawunna Centre's staff (in increasing order of authority).

If the relevant councils deem that the Officer is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Officer's honorarium to be reduced, or for the incumbent to be removed from the position.

KPIs

- Attendance at 75% of required meetings;
- Submission of monthly report to Cradle Coast Student Representative Council;
- Attendance at one on one meeting with Campus President Cradle Coast as required;
- Completion of handover report for successor.

Success profile

To be developed.

Role Dimensions

This Position Manages:	TBC
Expenditure Authority:	TBC
Expense Budget:	TBC
Revenue Budget:	NA



Time Commitment

The expected time commitment for this role is an average of (TBC) hours a week over a (TBC) week period and may require after-hours work to attend functions, attend meetings and to complete work.

Relationships

Key Relationships Internal:

State President
State Council members
Campus President Cradle Coast
Cradle Coast Student Representative Council
Tasmania University Union Executive Officer
Tasmania University Union Staff

Key Relationships External:

University of Tasmania Staff
University of Tasmania students
Cradle Coast Riawunna Centre's staff
Aboriginal and Torres Strait Islander Students
Members of other Departments
General Public

Other Requirements

The incumbent shall be a currently enrolled student at the University of Tasmania in the region in which they are seeking election, and remain a currently enrolled student for the duration of their term. A currently enrolled student is defined under Clause 4.3.1 of the University of Tasmania's Rule 6 Admission, Assessment and Student Progress.

The candidate must sign a Statutory Declaration at the time of nomination confirming that they identify as Aboriginal and/or Torres Strait Islander.

The incumbent should be actively involved with the Aboriginal and/or Torres Strait Islander community at the University of Tasmania in the region in which they seek election.

An interest in student welfare would be advantageous.

An interest in Aboriginal and Torres Strait Islander issues would be advantageous and is highly recommended.