



POSITION DESCRIPTION

Position Title:	Welfare 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 Welfare Officer is responsible for raising welfare issues affecting all students at the University of Tasmania, including equity issues surrounding students with a disability, and culturally and linguistically diverse students.

Maintaining and improving crisis services is an important aspect of this role; however, preventative projects are the main concern of Welfare Officers. The Tasmania University Union takes a proactive, holistic approach to welfare, encompassing projects involving mental, physical and financial wellbeing.

The Welfare Officer may also instigate projects beyond the welfare portfolio, subject to their individual interest and wider Council approval.



Generic Accountabilities

Generic accountabilities

1. Shall attend all meetings of the Cradle Coast Student Representative Council.
2. Shall submit monthly reports to 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.
6. Shall assist other office bearers with their campaigns and events where required.
7. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union 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 be familiar with student welfare and equity issues at the University of Tasmania, and in Australia generally.
2. Shall liaise with other regional Welfare Officers, on welfare and equity issues affecting University of Tasmania students across multiple regions.
3. Shall be available to Cradle Coast University of Tasmania students to discuss welfare and equity issues and bring these issues to the attention of the Tasmania University Union.
4. Shall undertake a minimum of one student consultation process during the term of office.
5. Shall undertake events and campaigns to raise awareness of contemporary welfare and equity issues and how to overcome them.



Supervision and Support

Supervision

High level autonomy is required of the position, under the general direction of the Cradle Coast Student Representative Council and State Council (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
Assets Under Control	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 Staff

Key Relationships External:

University of Tasmania Staff
University of Tasmania students
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.

An interest in higher education and student issues would be advantageous.