



POSITION DESCRIPTION

Position Title:	Campus President Cradle Coast
Department:	State Council
Reporting to:	TBC
Classification /Salary:	\$15,000 plus super
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 Campus President Cradle Coast is responsible for the efficient and productive functioning of their regional Student Representative Council. The Campus President Cradle Coast has the opportunity to be involved in a variety of activities including governance, policy development, administration, consultation, marketing, publications and events management. The Campus President Cradle Coast is also responsible for representing the interests of students in their region as a member of the State Council.



Generic Accountabilities

Generic accountabilities

1. Shall attend all meetings of their regional Student Representative Council and the State Council.
2. Shall submit reports to their regional Student Representative Council and the State Council as required.
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 endeavor to assist other office bearers when called upon.
7. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
8. Shall actively engage with relevant TUU & UTAS initiatives to ensure the student needs are being considered and reflected and also to enable them to act as collaborators and change advocates (where they deem appropriate).
9. Shall contribute to the effectiveness of the State Council by working with TUU and student representatives to deliver on the purpose of the TUU.
10. Shall participate in the development & delivery of the TUU Strategic Plan.
11. Shall monitor performance against Student Council & TUU Strategic Goals and initiatives and take corrective action as required.
12. Other duties as required by the respective Student Representative Council, the Statewide Council, and the Executive Officer.

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 act as a liaison between the Editor of Togatus and the Student Representative Council in



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their region.

2. Shall act as a liaison between the State Council and their regional Student Representative Council.
3. Shall annually develop and manage a budget for their Student Representative Council, in consultation with the State Council and the Executive Officer.
4. Shall assist in ensuring that the Tasmania University Union meets its funding agreements with the University of Tasmania.
5. Shall assist Student Representative Council representatives with their portfolio obligations.
6. Shall assist the State President in preparing submissions for committees and media releases.
7. Shall be responsible for providing supervision and support to Student Representative Council representatives in their region.
8. Shall chair meetings of the Tasmania University Union Student Representative Council in their respective region.
9. Shall work to ensure that students in their region are informed about issues at the University of Tasmania.
10. Shall represent the concerns of students in their region to the State Council and regional Student Representative Council.
11. Shall sit on a number of University committees at the nomination of the State President.
12. Shall work with the Tasmania University Union Northern Services Manager for the promotion of the activities, utilizing a variety of mediums.

Supervision and Support

Supervision

A high level of autonomy is required of the position. The Campus President Cradle Coast will operate under the general supervision of the regional Student Representative Council, the State Council and the Tasmania University Union Executive Officer (in increasing order of authority).

KPIs

- Attendance at 75% of required meetings;
- Submission of monthly report to State Council;
- Attendance at One on One Meeting with State President & Executive Officer every month;
- 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 15 hours a week over a 48 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 Regional Representative Councils 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. An interest in environmental issues would be advantageous.