



POSITION DESCRIPTION

Position Title:	Deputy President
Department:	State Council
Reporting to:	
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 Deputy President is responsible for the State Council budget and for overseeing the budgeting process of subsidiary Councils. They are involved in distributing the total income amount between portfolios and reserves as part of an initial budget and then organising any re-budget that may be necessary during the year.

The Deputy President has responsibility for organising agendas and regular and special meetings of the State Council, student meetings and other committees as required. The Deputy President shall take minutes at meetings where required.



Generic Accountabilities

Generic accountabilities

1. Shall attend all meetings of their regional Student Representative Council and the Statewide Student Representative Council.
2. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
3. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
4. 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
5. Shall endeavor to assist other office bearers when called upon
6. 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).
7. Shall participate in the development & delivery of the TUU Strategic Plan.
8. Shall contribute to the effectiveness of the State Council by working with TUU and student reps to deliver on the purpose of the TUU
9. Shall monitor performance against Student Council & TUU Strategic Goals and initiatives and take corrective action as required.
10. May be required to sit on one or more University Committees at the nomination of the President.
11. 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 by actively participating in development and delivery of Personal Performance & Development Planning Activities

Specific Accountabilities

1. Shall assist the President in preparing submissions for committees, and media releases.
2. Shall assume the role of Acting President if the President is deemed absent in accordance with the Regulations and or the Constitution.



Tasmania University Union

3. Shall attend, and produce agendas and minutes for all meetings of the State Council.
4. Shall be the Deputy Chair of the State Council and TUSC.
5. Shall compile and monitor the budget for the State Council, TUSC, and the SRCs.
6. Shall liaise with the President and other members of State Council and, in consultation with them, set meeting schedules as necessary.

Supervision and Support

Supervision

A high-level of autonomy is required for this position. The Deputy President will operate under the general supervision of the State Council and the TUU 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.



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Relationships

Key Relationships Internal:

State Council members
Subsidiary Council members
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 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 issues would be advantageous.