



POSITION DESCRIPTION

Position Title:	Postgraduate President
Department:	State Council
Reporting to:	
Classification /Salary:	\$10,000 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 Tasmania University Union Inc (TUU) Postgraduate President is to represent the concerns of Postgraduate Constituents at a University, State and Federal level. They are to undertake actions in accordance with State Council policy, and TUU policy generally. The position involves being aware and informed of higher education issues, following the activities of the Council of Australian Postgraduate Association (CAPA), and liaising with CAPA on Tasmanian Postgraduate issues. The Postgraduate president must be available to respond to enquiries from Constituents and members of the public. They must work closely with the regional Student Representative Councils (SRC), Tasmania University State Council, the Postgraduate Advocate, the TUU, the University and Postgraduate Constituents.

The Postgraduate President is also an ex-officio member of the Tasmania University Union Board of Management representing the interests of Postgraduate Constituents.



Generic Accountabilities

Generic accountabilities

1. Shall attend all meetings of the Tasmania University Union Board of Management as ex-officio Board Member and ensure State Council are made aware of pertinent matters discussed at Board level.
2. Shall attend all meetings of the State Council.
3. Shall submit reports to the State Council.
4. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally.
5. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions.
6. Shall be available to University of Tasmania Postgraduate students to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
7. Shall endeavor to assist other office bearers when called upon.
8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
9. Shall participate in the development & delivery of the TUU Strategic Plan.
10. 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).
11. Shall contribute to the effectiveness of the State Council by working with TUU and student reps to deliver on the purpose of the TUU.
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 by actively participating in development and execution of development plans

Specific Accountabilities

1. Shall attend all appropriate TUU, UTAS, and other organization events, meetings and forums



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where reasonably possible as the most senior postgraduate representative.

2. Shall assist the State President in preparing submissions for committees and media releases.
3. Shall be available to Postgraduate Constituents in a query answering capacity, and TUU members to discuss relevant issues and bring these issues to the attention of the TUU and the University when necessary.
4. Shall be the Postgraduate delegate at all required University committee meetings (unless otherwise resolved).
5. Shall be the delegate at annual council meetings of CAPA (unless otherwise resolved).
6. Shall liaise with all postgraduate representatives to keep apprised of issues and provide direction as necessary.
7. To advocate for, promote and preserve the welfare and interests of all Postgraduate Constituents, and to ably represent them in pertinent matters when interacting with the TUU, University, Government, private enterprise and/or media.
8. To liaise with the Council of Australian Postgraduate Associations (CAPA) and other postgraduate associations, both nationally and internationally.
9. Other duties, at the direction of the TUU State Council, and the TUU Executive Officer.

Supervision and Support

Supervision

High level autonomy is required of the position, under the general direction of the TUU State Council and Board of Management.

KPIs

- Attendance at 75% of required meetings;
- Submission of monthly report to State Council;
- 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 10 hours a week over a 42 week period and may require after-hours work to attend functions, attend meetings and to complete work.

Relationships

Key Relationships Internal:

State Council members
Subsidiary Council members
Tasmania University Union Board of Management
Tasmania University Union Staff

Key Relationships External:

University of Tasmania Staff
University of Tasmania students
CAPA
General public

Other Requirements

The incumbent shall be a currently enrolled Research Higher Degrees Candidate or Coursework Postgraduate at the University, 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 and commitment to higher education and student issues.
- Interacting in an efficacious and positive manner for the benefit of all Postgraduate Constituents.
- A high level of autonomy in the representation of the Postgraduate Constituents and duties.
- Self-organisation and time management skills are essential.