



## **POSITION DESCRIPTION**

<b>Position Title:</b>	President
<b>Department:</b>	State Council
<b>Reporting to:</b>	
<b>Classification /Salary:</b>	\$28,000 plus super
<b>Date:</b>	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 President is responsible for the effective governance and operation of the Tasmania University Union (TUU). The President acts as the spokesperson for the TUU on higher education issues to the University of Tasmania, all levels of government, the media and the broader public.

The President is responsible for representing the interests and welfare of students at the University of Tasmania, is required to sit on a number of university committees, and is an ex-officio member of the Board of Management. Together with the State Council, the President is responsible for the development of the TUU policy and procedures, setting the strategic direction for the TUU and meeting funding criteria as required by the University.



# Tasmania University Union

The President works closely with the other State Council members and Executive officer. The President is also likely to be involved in a range of activities including preparation of submissions, media consultation, event coordination, and budgeting.

The President must be highly motivated and have a sound understanding of higher education issues.

## Generic Accountabilities

### Generic accountabilities

1. Shall attend all meetings of the 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 and the Tasmania University Student Council (TUSC).
3. Shall submit reports to the State Council, TUSC, and Board of Management.
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 students to discuss higher education issues and bring these issues to the attention of the Tasmania University Union.
7. 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)
8. Shall participate in the development & delivery of the TUU Strategic Plan.
9. Shall contribute to the effectiveness of the State Council by working with TUU and student reps to deliver on the purpose of the TUU
10. Other duties as required by the respective Student Representative Council, the State 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 chair meetings of the State Council and Tasmania University Student Council (TUSC).
2. Shall act as liaison between the Board of Management and the State Council.
3. Shall act as liaison between the University of Tasmania and the State Council.
4. Shall act as the spokesperson of the TUU and represent the concerns of all students to the University of Tasmania, governments and media as required.
5. Shall ensure that all students are informed about issues at the University of Tasmania.
6. Shall act as liaison between the Editor of Togatus and State Council.
7. Shall be responsible for providing supervision and support to the SRCs.
8. Shall assist in ensuring that the TUU meets its Base Funding Agreement and Student Service and Amenities Fee obligations.
9. Shall attend TUU Board of Management Meetings to ensure fellow State Council and SRC aware of pertinent matters discussed at board.
10. Shall sit on a number of University committees, and appoint other student representatives to committees.
11. In conjunction with TUU Chair, establish and monitor Performance & Development Plans for each of the State Council Members
12. In consultation and collaboration with State Council and the Regional SRCs, shall prepare committee submissions and media releases where appropriate.
13. Shall assist other Office Bearers with their campaigns and events where required.

## Supervision and Support

### Supervision

A high level of autonomy is required of the position. The President will operate under the general supervision of the State Council, the TUU Executive Office and the TUU Board of Management (in increasing order of authority).

## KPIs

- Attendance at 75% of required meetings;
- Submission of monthly report to State Council;
- Submission of monthly report to TUU Board of Management;
- Completion of handover report for successor;
- Performance & Development Plans in place for each member of the State Council;
- Attendance at Monthly One on One Meeting with Chair of Board to discuss progress against performance and development plan.



## Success profile

To be developed.

## Role Dimensions

<b>This Position Manages:</b>	TBC
<b>Expenditure Authority:</b>	TBC
<b>Expense Budget:</b>	TBC
<b>Revenue Budget:</b>	NA
<b>Assets Under Control</b>	NA

## Time Commitment

The expected time commitment for this role is an average of 20-25 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 Council members  
Subsidiary Council members  
TUU Executive Officer  
TUU Board of Management  
TUU 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 issues would be advantageous.