



## **POSITION DESCRIPTION**

<b>Position Title:</b>	Aboriginal and Torres Strait Islander Officer
<b>Department:</b>	Student Representative Council (South)
<b>Reporting to:</b>	
<b>Classification /Salary:</b>	\$TBC pro rata
<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 Aboriginal and Torres Strait Islander Officer is responsible for driving increased visibility of Aboriginal and Torres Strait Islander issues, as well as supporting the increased participation of Aboriginal and Torres Strait Islander students in all areas of academic and non-academic life at the University of Tasmania.

Lobbying, developing campaigns, and liaising with key stakeholders and groups at the University of Tasmania and in the wider community are important responsibilities of this position. The Aboriginal and Torres Strait Islander Officer will also be supported in developing an ongoing autonomous collective for Aboriginal and Torres Strait Islander students studying at the University of Tasmania.



## Generic Accountabilities

### Generic accountabilities

1. Shall attend all formal meetings of the Southern Student Representative Council.
2. Shall submit a report for every formal meeting of the Southern 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 where appropriate.
6. Shall assist other office bearers with their campaigns and events where possible.
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 Southern Campus President, Southern 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 meet with the Hobart Riawunna Centre's Executive Officer a minimum of twice per year (once per semester).
2. Shall be the official liaison between the TUU and the Hobart Riawunna Centre for any Aboriginal and/or Torres Strait Islander matters and events.
3. Shall be familiar with Aboriginal and Torres Strait Islander issues at the University of Tasmania and in the wider Aboriginal and Torres Strait Islander community.



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4. Shall be available to University of Tasmania students and staff in the relevant region to discuss Aboriginal and Torres Strait Islander issues and bring these to the attention of the Tasmania University Union.
5. Shall consult with relevant Aboriginal and/or Torres Strait Islander people and organisations.
6. Shall coordinate events and campaigns around a range of Aboriginal and Torres Strait Islander issues.
7. Shall perform a Welcome to Country or Acknowledgement of Country protocol at all meetings of the Tasmania University Union in the relevant region whenever is culturally appropriate.
8. Should hold events for Survival Day, National Apology Day, National Close The Gap Day, National Sorry Day, National Reconciliation Week, MABO Day and National NAIDOC Week.

## Supervision and Support

### Supervision

High level autonomy in the development of campaigns and events, under guidance from the Southern Student Representative Council, the State Council, Tasmania University Union Staff and the Hobart Riawunna Centre's staff (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 Southern Student Representative Council;
- Attendance at one on one meeting with Campus President South 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 South  
Southern Student Representative Council  
Tasmania University Union Executive Officer  
Tasmania University Union Staff

### Key Relationships External:

University of Tasmania Staff  
University of Tasmania students  
Riawunna Centre Senior Executive Officer  
Hobart Riawunna Centre's Staff  
Aboriginal and Torres Strait Islander Students  
Members of other Departments  
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.

The candidate must sign a Statutory Declaration at the time of nomination confirming that they identify as an Aboriginal and/or Torres Strait Islander under the Commonwealth of Australia definition.

The incumbent should be actively involved with the Aboriginal and/or Torres Strait Islander community at the University of Tasmania in the region in which they seek election.



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An interest in student welfare would be advantageous.

An interest in Aboriginal and Torres Strait Islander issues would be advantageous and is highly recommended.