**Education Officer**

**Duration**
12-month term

**Hours**
Minimum 10 hours a week, 52 weeks a year

**Location**
PARSA Office, Melville Hall

**Compensation**
Stipend

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**Role Description: Education Officer**

The Education Officer is primarily responsible for PARSA’s advocacy work on academic issues, at the university, college, school and classroom level. The Education Officer manages and works closely with the PARSA Education Committee, including the Higher Degree by Research (HDR), Coursework Officers and College Officers to understand and respond to ANU and Government academic policy and issues. This role also includes being proactive in creating proposals and suggestions to improve the student experience at ANU.

The Equity Officer will need to be available in the office, ideally each week, and available to attend committee meetings. This will include:

- Chairing the PARSA Education Committee, at least monthly
- Attending as PARSA’s representative on Academic Board, and other Education Committees as needed

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**Education Officer responsibilities**

- Provide oversight of staff and student representative work related to learning and teaching issues by meeting with relevant people to maintain up-to-date knowledge of issues affecting our members and what PARSA is doing to assist them.

- Influence University strategies on issues related to education through direct participation in PARSA campaigns, and ANU committees, working groups, and informal networking, to ensure that student interests are effectively represented.

- Chair the PARSA Education Committee meetings, regularly communicate with PARSA’s College Officers, HDR and Coursework officer, to keep informed of issues affecting students in each college, and share that information with other relevant officers and staff.

- Ensure that members of the Students’ Association input on any proposed changes to academic procedures and college and school structure that affect postgraduate students.

- Work with the Advocacy and Engagement staff member to develop initiatives, campaigns, and reports to the PRC and membership on academic issues.

- Seek opportunities to interact, consult, and elicit new ideas with members in order to better represent their views, and act proactively to address issues which negatively affect them.
Executive Responsibilities – applies to the President, Vice-President, Equity Officer and Education Officer

- Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.

- Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.

- Ensure that the student representatives are properly supported and delivering on the needs of the organisation

- Ensure that PARSA staff are effectively delivering PARSA’s operational needs and are adequately supported

Officer responsibilities – applies to all Executive team and Portfolio and College Officers

- Work closely with the other Officers on Students’ Association campaigns. Some of these may relate to Officers’ objectives, but many are often reactive, depending on issues that arise throughout the year.

- Contribute to and influence University strategies through participation in ANU committees, PARSA campaigns, organisational working groups, and informal networking, to ensure that student interests are effectively represented.

- Uphold and advance the reputation of the organisation, attending and speaking at official ANU and other relevant stakeholder events and ceremonies as appropriate (e.g. O-Week talks, graduation).

- Support and promote PARSA activities which support the goals of the Strategic Plan including but not limited to O-Week and Welcome Week, face-to-face and social media engagement, membership engagement and feedback, and Students’ Association-led events.

- Provide regular reports on efforts to improve the lives of members, and provide opportunities to be held accountable for the progress of this work, at Executive Meetings, PARSA Board and PRC meetings, and other events as necessary.

- Act as the first point of contact for students with questions or concerns, signposting students to the Students’ Association’s council members or staff, where appropriate.

Key relationships

- **PARSA**: Executive Team, PARSA Board, College Officer, HDR Officer, Coursework Officer, Operations Manager; Student Assistance Officers, Advocacy and Engagement Officer; other staff

- **Members**: Postgraduate Students (all)

- **University**: Deputy Vice Chancellor (Academic); Deputy Vice Chancellor (Research and Innovation); Dean of HDR; Dean of Students, Registrar, Student Life; Registrar, Student Administration

- **External Organisations**: ANUSA, counterparts at other students’ associations

Training

- Training and support will be provided by the Students’ Association staff, the outgoing Education Officer, and external stakeholders, to ensure that you are fully equipped for the role.

- Newly elected Executive Officers are required to attend handover/induction sessions which
include a retreat, SSAF budget planning session, and financial and governance training. These will all take place in the six-week handover period following elections.

- Additional training and ongoing support is provided throughout the academic year.