

Equity Officer

Duration	12-month term
Hours	Minimum 10 hours a week, 52 weeks a year
Location	PARSA Office, Melville Hall
Compensation	Stipend

Role Description: Equity Officer

The Equity Officer is primarily responsible for advocating, and supporting Officers under the Equity portfolio, to effectively advocate on issues and undertake activities to support issues related to these groups. Always with respect for the wishes of these groups, and the Officers that represent them, the Equity Officer manages and supports the efforts of the Aboriginal and Torres Strait Islander, Disability, International, Queer, and Womens Officers. Broadly, this includes being responsive to ANU and Government projects and policy, but also being proactive in proposals and suggestions to improve the student experience at ANU.

The Equity Officer also has responsible for ensuring broad issues of student mental health and wellbeing are being upheld, this could include student parents and accommodation as specific issues affecting the postgraduate community. With the President, they are also the primary officer contact with the Student Assistance staff and Legal team, providing oversight, advice and making sure the organisation is meeting the needs of the membership in regards to equity and welfare-related advice, programmes and support services.

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 Equity Committee, at least monthly
- Attending as PARSA’s representative on the ANU Access and Equity Committee, and other ANU committees as appropriate

Equity Officer responsibilities
<ul style="list-style-type: none">• Provide oversight of staff work on student welfare issues by chairing regular Equity Committee meetings and meeting with key PARSA staff, namely the Student Assistance and Legal Units to maintain up-to-date knowledge of issues affecting our members and what we are doing to assist them.
<ul style="list-style-type: none">• Contribute to and influence University strategies on issues related to equity through direct participation in PARSA campaigns, and ANU committees, working groups, and informal networking, to ensure that student interests are effectively represented.
<ul style="list-style-type: none">• Ensure that members of the Students’ Association are involved in inputting on procedural and policy changes involving how student casework is actioned and how grants and other forms of support are reviewed.
<ul style="list-style-type: none">• Work with PARSA staff and student representatives, notably the Student Assistance team and Advocacy and Engagement staff member to develop initiatives, campaigns, and reports to the PRC and membership on issues affecting equity groups.

- 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, Equity Officer team, PARSA Board, Operations Manager; Student Assistance and Legal Unit, Advocacy and Engagement Officer; other staff
- **Members:** Postgraduate Students, Equity Officer team, marginalised and vulnerable students
- **University:** Pro Vice Chancellor (University Experience); Deputy Vice Chancellor (Academic); Dean of Students, Registrar, Student Life, Head of ANU Counselling Centre, Manager of Access and Inclusion
- **External Organisations:** ANUSA, counterparts at other students' associations, equity community groups

Training

- Training and support will be provided by the Students' Association staff, the outgoing Equity 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.