

Disabilities Officer

Duration	12-month term
Hours	5 hours a week, 46 weeks a year
Location	PARSA Office, Melville Hall
Compensation	Stipend

Role Description: Disabilities Officer

The Disabilities Officer has principal responsibility for devising and leading the organisation's work on issues related to students with a disability. As this is a new role in 2018, this is largely focused on building community and devising advocacy actions for PARSA.

Tasks include:

- Championing and being actively involved as PARSA's representatives in regards to the development of ANU's Disability Action Plan
- Collaborating with ANUSA Disabilities Department and setting up postgraduate spaces as needed and delivering on key events, such as Spoon Week

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:** Equity Officer, Equity team, Executive Team, Board, Operational Manager, Student Assistance and other staff
- **Members:** Postgraduate students with a disability

- **University:** Pro Vice Chancellor (University Experience); Dean of Students, Registrar, Student Life; Division of Student Life - Access and Inclusion; Senior University Management and ANU staff at all levels
- **External Organisations:** ANUSA, counterparts at other students' associations, Council of Australian Postgraduate Association (CAPA); Council of International Students' Associations (CISA)

Training

- Training and support will be provided by the Students' Association staff, the outgoing Disabilities Officer, and as this is a new role for 2018 the Equity Officer and President, and external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected 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.