

Environmental Officer

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

Role Description: Environmental Officer

The Environmental Officer has principal responsibility for devising and leading the organisation's work on environmental issues. This includes considering the reducing of the environmental impact ANU has on campus; behaviour and attitudinal change for students; and advocating for ANU to be a global leader in environmental action.

Tasks will include:

- Acting as PARSA's representative on the ANU Environment Committee
- Meeting regularly with stakeholders to build collaborative projects

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:** President and Vice President; Executive Team, Board, Operational Manager and other staff
- **Members:** Postgraduate students (all)
- **University:** Facilities and Services team
- **External Organisations:** ANUSA, counterparts at other students' associations; Students of Sustainability; Canberra Community and interest groups

Training

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