

Queer Officer

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

Role Description: Queer Officer

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

Tasks include:

- Chairing PARSA's Queer Advisory Committee (QUAC)
- Participating in ANU Ally events and Steering Committee meetings
- Collaborating with ANUSA Queer Department on key events such as Pride week and Queer ball

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, QUAC Committee, Executive Team, Board, Operational Manager and other staff, Advocacy and Engagement Officer
- **Members:** Queer postgraduate students
- **University:** Pro Vice Chancellor (University Experience); ANU Ally network; Dean of Student; Division of Student Life

- **External Organisations:** ANUSA, counterparts at other students' associations, Council of Australian Postgraduate Association (CAPA); Council of International Students' Associations (CISA); Queer Collaborations; Queer Students Network; community stakeholders such as AIDS Action and A Gender Agenda (AGA).

Training

- Training and support will be provided by the Students' Association staff, the outgoing Queer Officer, and as this is a new role for 2018 the QUAC committee, 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.