

# Women's Officer

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

## Role Description: Women's Officer

The Women's Officer has principal responsibility for devising and leading the organisation's work issues affecting women i.e. anyone who identifies as a woman.

Tasks include:

- Representing PARSA on key ANU committees such as UniSafe, Respectful Relationships, others as needed
- Leading campaigns on issues of note for Women
- Delivering Women's Week each year
- Leading the PARSA delegation to NOWSA each year as applicable

### 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, President and Executive Team, Board, Operational Manager and other staff
- **Members:** Women-identifying postgraduate

- **University:** Pro Vice Chancellor (University Experience); Respectful Relationships Steering and Working Committee; Dean of Students, Registrar, Student Life; Registrar, Student Administration; Senior University Management and ANU staff at all levels
- **External Organisations:** ANUSA, counterparts at other students' associations, Council of Australian Postgraduate Association (CAPA); NOWSA; community organisations and stakeholders, Universities Australia

### **Training**

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