



## Expression of Interest: PARSA PRC Roles

**Title/s:** First Nations Officer

Disabilities Officer

CAP Representative (HDR), CASS Representative (Coursework), CBE Representative (HDR),

CHM Representative (HDR), COL Representative (HDR) & (Coursework),

COS Representative (Coursework)

Disputes Committee member(s)

**Purpose Statement:**

The ANU Postgraduate and Research Students' Association (PARSA) are looking to appoint officers, and representatives for the remaining vacant positions of the PRC.

**Position:** [First Nations Officer](#) (5 hours per week)

The First Nations Officer is primarily responsible for devising and leading the organisation's work on issues related to First Nation postgraduate students.

Selection Criteria:

1. Lived experience as a recognised First Nations Person – this can be in, or outside of, Australia
2. Understands issues affecting First Nations Peoples in Australia
3. Frequently attends community building events for First Nations Peoples and is willing to work with the Tjabal Centre and other local organisations
4. Understands what a Reconciliation Action Plan (RAP) is
5. Has experience with community activism / feels comfortable developing these skills
6. Willing to develop additional professional skills
7. Has vision for how PARSA can better serve Indigenous postgraduate students

**[Disabilities Officer](#) (5 hours per week)**

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

Selection Criteria:

1. Lived experience with a Disability (visible or not visible)
2. Attends, or has attended, events for people living with disabilities
3. Experience organising community events
4. Comfortable speaking/representing PARSA in meetings
5. Previous experience working with tight deadlines and reporting achievements
6. Experience working with a diverse range of people (e.g. culturally, linguistically, neuro-typically)
7. Willing to develop additional professional skills
8. Experience where constructive feedback has helped them develop professionally



### **College Representatives (5 hours per month)**

College Representatives are primarily responsible for supporting and advocating for students in their college. Working as a team of two college representatives per college, the key tasks are to respond to ANU and Government policy as well as being proactive in providing proposals to better the student experience.

Selection Criteria for Coursework Representatives:

1. Strong verbal and written communication skills
2. Can identify issues affecting students in their cohort
3. Has sat on professional working groups or committee
4. Has previous experience organising social events
5. Is comfortable reaching out to course convenors and/or College administration with issues, should they arise
6. Willing to develop additional professional skills
7. Willing and able to reach out to students and staff from their college for feedback

Selection Criteria for HDR Representatives:

1. Strong verbal and written communication skills
2. Is at least 6 months into their thesis
3. Can explain how the supervisor/student relationship should work
4. Understands issues affecting current HDR students
5. Is comfortable reaching out to course convenors and/or College administration with issues, should they arise
6. Has previous experience organising social events
7. Willing to develop additional professional skills
8. Willing and able to reach out to students and staff from their college for feedback

Note: PhD candidates are preferred to Masters by Research students

### **Disputes Committee**

Please refer to s34 of 2021 PARSA Constitution for more advice about the role and responsibilities of appointee(s). [Link to Constitution](#)

Selection Criteria:

- Previous human resource/industrial relations experience
- An understanding of the process of dispute resolution
- Sound communications and analytical skills
- Understanding and commitment to the principles of procedural fairness

As this is a committee that oversees PRC disputes, ideally you will not have a close relationship with current members of the PRC. Please include a confirmation in your application that shows this.