



**PARSA**

ANU *postgraduate &  
research* students'  
association

## **Guide to PARSA Structure and position descriptions**

Reviewed: September 2021

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## About PARSA

The Postgraduate and Research Students' Association (PARSA) is the democratically elected representative body for all postgraduate students at ANU. Our membership is comprised of over half the total students at ANU, or approximately 11,000 postgraduate students. PARSA exists to ensure the interests of postgraduates at ANU, namely through representing postgraduate student rights and welfare.

In 2018, PARSA has launched our [Strategic Plan 2018 – 2021](#), in order to clearly guide the future direction and goals of the Association.

### Our Vision

A vibrant postgraduate community shaping the future

#### The values of the organisation include:

- Student focus
- Student leadership
- Supporting our community
- Celebrating diversity
- Integrity

### Our Strategic Focus

#### Strategic theme 1: Support

- Objective 1: Support students in times of need
- Objective 2: Empower students to navigate academic processes and overcome disputes
- Objective 3: Create opportunities for students to develop skills in their academic, leadership and extracurricular activities
- Objective 4: Equip students with skills and training for work
- Objective 5: Promote the health and wellbeing of students

#### Strategic theme 2: Advocacy

- Objective 1: Increase awareness of and participation in PARSA's work across the postgraduate community
- Objective 2: Ensure that there is a postgraduate voice represented in all university decisions that impact on students
- Objective 3: Advocate for systemic change on student priority issues, including social and academic issues
- Objective 4: Support PARSA student representatives to be effective advocates

### **Strategic theme 3: Community Building**

- Objective 1: Develop and coordinate events to instil a sense of community among students
- Objective 2: Create opportunities for marginalised or otherwise under-represented students to participate in the community
- Objective 3: Support residential and off-campus students to feel connected with the ANU community
- Objective 4: Support the wellbeing of student through community initiatives

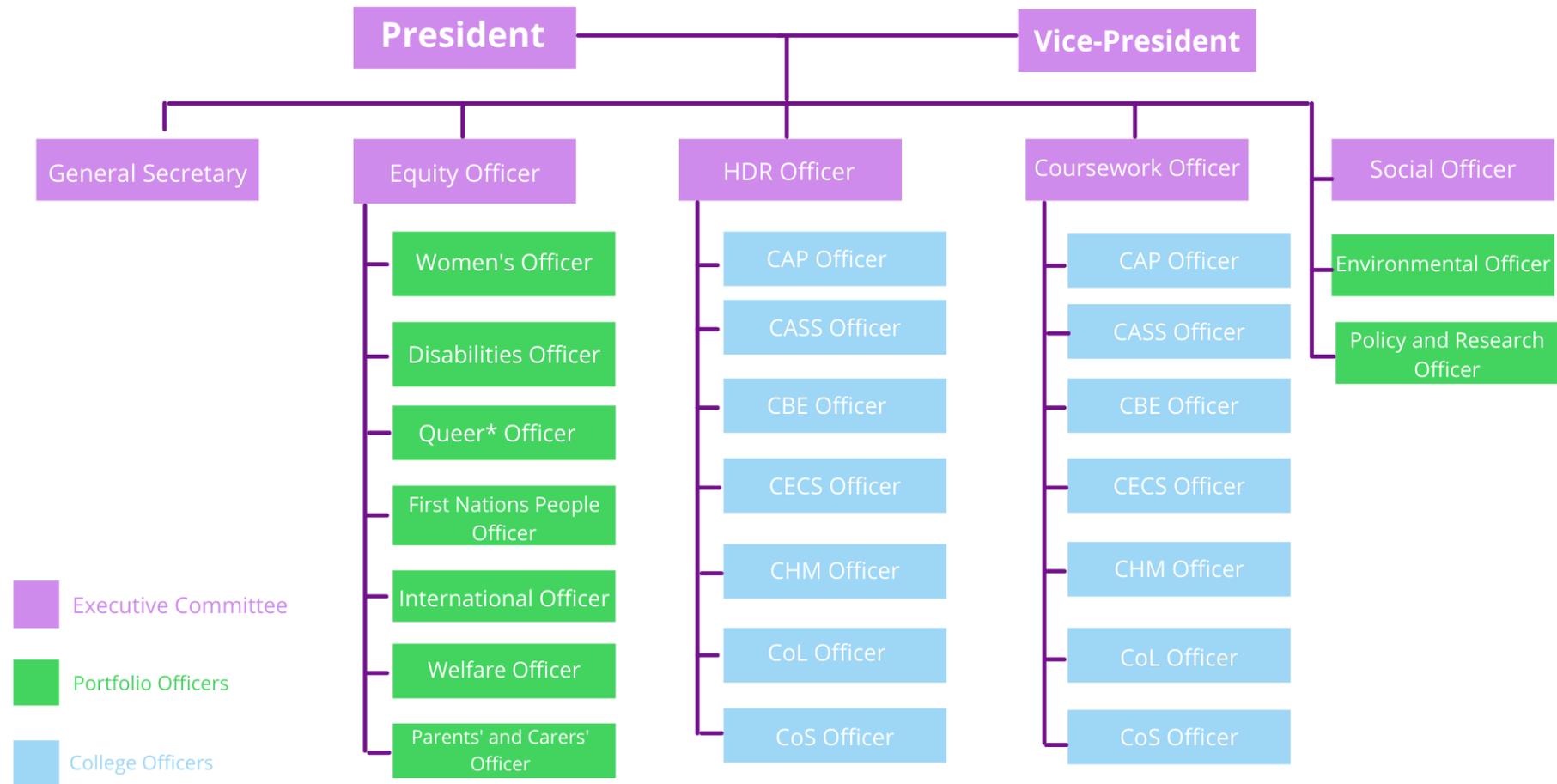
### **Strategic theme 4: Transparency and Sustainability**

- Objective 1: Demonstrate transparent and professional operations and governance
- Objective 2: Ensure secure and diverse funding sources for PARSA
- Objective 3: Demonstrate transparent and accountable financial management

# PARSA Structure: Operations



## PARSA Student Representative Structure



# Operational role descriptions

## President

<b>Duration</b>	12-month term
<b>Hours</b>	35 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

### **Role Description: President**

This is a critical, time-intensive role, responsible for the good governance, leadership and direction of the organisation, the effective representation of students to the University and beyond, and being the “face and voice” of PARSA to members, the University and the wider community.

The successful candidate will need to hold regular office hours and be available to members, officers, and PARSA and University staff for Association-related business between 21-35 (or more) hours per week during term-time, exam periods and semester breaks. Traditionally, Presidents have significantly reduced their course-load once elected due to the time commitments required of the role.

The President has oversight of the operational functions of the organisation and is ultimately responsible for the effective delivery of PARSA’s services and activities. The President supervises the General Manager, who has supervision over the staff team to deliver on the needs of the Association. The President also supervises the work of the Officers, Portfolio and College, but works through, and with, the Executive, of President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer, to achieve this. The President can delegate duties to student representatives and staff as they see appropriate.

The President chairs:

- meetings of the PARSA Executive
- meetings of PARSA officers, as needed
- meetings of the Association,
- other meetings of the Association as determined by the President in their role as CEO

## Role Description: Executive

The Executive is the senior management team of PARSA and is comprised of the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer and any other PRC members selected by the President. The Executive team members provide greater management and operational oversight of the financial, legal and strategic activity of the organisation and contribute to the decision-making of the organisation on an operational level.

Executive Team meetings are chaired by the President and attended by the Executive team, with the General Manager typically invited to attend. The Executive should meet regularly to provide advice and assess the operational performance of PARSA. Ideally this should be every 2 – 3 weeks, but will be determined by the Executive and with respect to the time commitments of members. These meetings usually run for two hours, with an additional 1-2 hours required to prepare and read papers ahead of the meeting. Attendance at Executive meetings is mandatory.

President's responsibilities
Represent and further the interests of postgraduate students at all levels of study with the University and beyond across a range of issues through ANU committees, stakeholder meetings, task forces.
Be the spokesperson for the Students' Association and oversee matters relating to public affairs and press management, membership communication, internal Students' Association operations.
Implement the board's vision through providing strategic leadership, and work with the PRC and staff to ensure all of the work performed by the organisation aligns with PARSA's Strategic Plan
Liaise and work with external and internal stakeholders, including the Association's members and staff, Australian National University, external organisations such as the <a href="#">Council of Australian Postgraduate Associations (CAPA)</a> and public officials, to develop outcomes that benefit PARSA's membership.
Work closely with staff and student representatives, immediately following the election to prepare a budget proposal for the upcoming financial year, and lead the SSAF process.
Ensure that members of the Students' Association are involved in developing and implementing projects, policies and campaigns. Seek opportunities to interact, consult, and elicit new ideas with members in order to better represent their views, and act proactively to address issues which negatively affect them.
Provide practical support and knowledge to other elected representatives, particularly on issues which affect students outside of their academic work.
Oversee the work of PARSA's elected officers and staff to ensure PARSA's operations are delivered on time and to budget, and deliver value to the student population.

**Executive Responsibilities – applies to the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer**

Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.

Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.

Ensure that the student representatives are properly supported and delivering on the needs of the organisation

Ensure that PARSA staff are effectively delivering PARSA's operational needs and are adequately supported

**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, 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:** Executive Team, General Manager and other staff
- **Members:** Postgraduate students (all)
- **University:** Vice Chancellor, Provost, Deputy Vice Chancellor (University Experience); Deputy Vice Chancellor's especially Academic and Research & Innovation; 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); Council of International Students' Associations (CISA); National Tertiary Education Union (NTEU); national, local and student media; and public officials

### **Training**

- Training and support will be provided by the Students' Association staff, the outgoing President, and external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected Executive 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.
- The President will work closely with the General Manager, who will provide guidance, assistance and support immediately following the declaration of polls on both everyday procedural matters and wider finance, strategic, operations and public affairs issues.
- Additional training and ongoing support is provided throughout the academic year.

# Vice President

<b>Duration</b>	12-month term
<b>Hours</b>	Minimum 20 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: Vice President

This is a critical, time-intensive role, with principal responsibility for leading the organisation's work on key organisational projects, advocacy and campaigning, and ensuring that the postgraduate student voice is being heard and acted upon by the University and beyond. The Vice President will also provide crucial support for the President, often taking charge for critical projects of the Association and acting as the official representative of PARSA on key committees. The Vice President will also be expected to act as President, from time to time. The Vice President is also expected to take an active role in managing the operations of PARSA and in particular, support in the delivery of projects by staff and student representatives.

The successful candidate will need to hold regular office hours and be available to members, officers, and PARSA and University staff for Association-related business for 20 or more hours per week during term-time, exam periods and semester breaks.

Vice President's Responsibilities
Support and help co-ordinate PARSA responses to key ANU or external issues that affect students.
Lead on the development of policy and campaigning positions that support the Students' Association's ongoing activity to improve students' lives
Support the President and officers in taking action on decisions made by the organisation.
Work closely with the Advocacy and Engagement staff member to develop contacts, build coalitions and recruit support among members, other students, Australian National University staff, peak Education Association bodies, National Tertiary Education Union (NTEU), and public officials to secure policy and campaign wins that measurably improve students' lives in both the short and long-term.
Ensure that members of the Students' Association are involved in developing and implementing projects, policies and campaigns. Seek opportunities to interact, consult, and elicit new ideas with members in order to better represent their views, and act proactively to address issues which negatively affect them.
Work with staff to provide practical knowledge and support to other elected representatives, particularly the Equity, International, Indigenous Australian, Environment and Women's Officers, on issues which relate to improving the lives of students, including events they undertake.
Deputise for the President as requested, and as provided for within the rules outlined in the Constitution.

**Executive Responsibilities – applies to the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer**

Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.

Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.

Ensure that the student representatives are properly supported and delivering on the needs of the organisation

Ensure that PARSA staff are effectively delivering PARSA's operational needs and are adequately supported

**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, 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:** Executive Team, PRC, General Manager; Advocacy and Engagement Officer; other staff
- **Members:** Postgraduate Students (all)
- **University:** Vice Chancellor, Deputy Vice Chancellor (University Experience); Deputy Vice Chancellor (Academic); Dean of Students, Head of Division of Student Life, 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; National Tertiary Education Union (NTEU); national, local and student media; and public officials

## Training

- Training and support will be provided by the Students' Association staff, the outgoing Vice President, and external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected Executive 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.
- The Vice President will work closely with the General Manager, who will provide guidance, assistance and support immediately following the declaration of polls on both everyday procedural matters and wider finance, strategic, operations and public affairs issues.
- Additional training and ongoing support is provided throughout the academic year.

# General Secretary

<b>Duration</b>	12-month term
<b>Hours</b>	Up to 7 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: General Secretary

This is a critical, time-intensive role, primarily responsible for developing strategies to increase participation in PARSA activities, elections, and campaigns, particularly among hard-to-reach and traditionally under-represented sections of our membership. The General Secretary has primary responsibility for helping ensure PARSA is a representative organization through ensuring strong engagement with members and sound governance procedures are adhered to.

The successful candidate will need to hold regular office hours and be available to members, officers, and PARSA and University staff for Association-related business for 10 or more hours per week during term-time, exam periods and semester breaks.

## Role Description: PRC and Executive Team

The Executive of the PRC is made up of the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer, and any other PRC members selected by the President. Executive Team members provide greater management oversight of the financial, legal and strategic activity of the organisation than that of non-Executive Team members, and contribute to the decision-making of the organisation on an operational level.

Executive Team meetings are chaired by the President and attended by the Executive team, the General Manager, and any other staff or officers the President invites to attend. It typically convenes weekly, but at minimum a week or two before each PRC meeting, and when necessary. These meetings usually run for two hours, with an additional 1-2 hours required to prepare and read papers ahead of the meeting.

Attendance at PRC and executive meetings is mandatory.

### General Secretary responsibilities

Work closely with the Student Assistance and Communications and Events teams, to develop and implement measurable strategies to increase member participation in PARSA sponsored and endorsed initiatives.

Provide oversight of PARSA's democracy outreach, and develop and implement a measurable strategy for significantly increase turnout in PARSA by-elections, AGM/OGMs, and General Elections.

Act as a PARSA representative on the funding panels of the Student Extracurricular and Enrichment Fund and Clubs and Societies Committee.

Provide oversight PARSA's representatives on ANU and other stakeholder committees, and develop and implement a measurable strategy for significantly increase attendance, and impact, of committee members representing PARSA.

**Executive Responsibilities – applies to the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer**

Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.

Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.

Ensure that the student representatives are properly supported and delivering on the needs of the organisation

Ensure that PARSA staff are effectively delivering PARSA's operational needs and are adequately supported

**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, 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** Executive Team, PRC, General Manager; other staff directors
- **Members:** Postgraduate Students
- **University:** Vice Chancellor, Deputy Vice Chancellor (University Experience); Deputy Vice Chancellor (Academic); Dean of Students, Head of Division of Student Life, 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; National Tertiary Education Union (NETU); national, local and student media; and public officials.

## Training

- Training and support will be provided by the Students' Association staff, the outgoing General Secretary, and the external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected Executive Officers are required to attend the two-day Executive Changeover and Induction Residential, a one full-day SSAF budget planning session, the two-day PRC induction retreat, and financial and governance training provided by the University. These will all take place in the six-week handover period.
- The Vice President will work closely with the General Manager and other staff directors, who will provide guidance, assistance and support immediately following the declaration of polls on both everyday procedural matters and wider finance, strategic, operations and public affairs issues.
- Additional training and ongoing support is provided throughout the academic year.

# Policy and Research Officer

<b>Duration</b>	12-month term
<b>Hours</b>	Up to 10 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: Policy and Research Officer

This role is primarily responsible for developing policies to increase underpin PARSA activities, and operations. The Policy and Research Officer has primary responsibility for helping ensure PARSA is a representative organization through ensuring strong engagement with members which is underpinned by sound policy and process.

The successful candidate will need to hold regular office hours and be available to members, officers, and PARSA and University staff for Association-related business for 10 or more hours per week during term-time, exam periods and semester breaks.

## Role Description: PRC and Executive Team

The Executive of the PRC is made up of the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer, and any other PRC members selected by the President. Executive Team members provide greater management oversight of the financial, legal and strategic activity of the organisation than that of non-Executive Team members, and contribute to the decision-making of the organisation on an operational level.

Executive Team meetings are chaired by the President and attended by the Executive team, the General Manager, and any other staff or officers the President invites to attend. It typically convenes weekly, but at minimum a week or two before each PRC meeting, and when necessary. These meetings usually run for two hours, with an additional 1-2 hours required to prepare and read papers ahead of the meeting.

Attendance at PRC and executive meetings is mandatory.

### General Secretary responsibilities

Work closely with the Student Assistance and Communications and Events teams, to develop and implement measurable strategies to increase member participation in PARSA sponsored and endorsed initiatives.

Provide oversight of PARSA's democracy outreach, and develop and implement a measurable strategy for significantly increase turnout in PARSA by-elections, AGM/OGMs, and General Elections.

Act as a PARSA representative on the funding panels of the Student Extracurricular and Enrichment Fund and Clubs and Societies Committee.

Provide oversight PARSA's representatives on ANU and other stakeholder committees, and develop and implement a measurable strategy for significantly increase attendance, and impact, of committee members representing PARSA.

**Executive Responsibilities – applies to the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer**

Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.

Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.

Ensure that the student representatives are properly supported and delivering on the needs of the organisation

Ensure that PARSA staff are effectively delivering PARSA's operational needs and are adequately supported

**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, 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:** Executive Team, PRC, General Manager; other staff directors
- **Members:** Postgraduate Students
- **University:** Vice Chancellor, Deputy Vice Chancellor (University Experience); Deputy Vice Chancellor (Academic); Dean of Students, Head of Division of Student Life, 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; National Tertiary Education Union (NTEU); national, local and student media; and public officials

## Training

- Training and support will be provided by the Students' Association staff, the outgoing Policy Officer, and external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected Executive Officers are required to attend the two-day Executive Changeover and Induction Residential, a one full-day SSAF budget planning session, the two-day PRC induction retreat, and financial and governance training provided by the University. These will all take place in the six-week handover period.
- The Vice President will work closely with the General Manager and other staff directors, who will provide guidance, assistance and support immediately following the declaration of polls on both everyday procedural matters and wider finance, strategic, operations and public affairs issues.
- Additional training and ongoing support is provided throughout the academic year.

# Equity Officer

<b>Duration</b>	12-month term
<b>Hours</b>	14 hours per week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## **Role Description: Equity Officer**

The Equity Officer is primarily responsible for advocating, and supporting Officers under the Equity portfolio, to effectively advocate on issues and undertake activities to support issues related to these groups. Always with respect for the wishes of these groups, and the Officers that represent them, the Equity Officer manages and supports the efforts of the First Nations, Disability, International, Queer, and Women's Officers. Broadly, this includes being responsive to ANU and Government projects and policy, but also being proactive in proposals and suggestions to improve the student experience at ANU.

The Equity Officer also has responsible for ensuring broad issues of student mental health and wellbeing are being upheld, this could include student parents and accommodation as specific issues affecting the postgraduate community. With the President, they are also the primary officer contact with the Student Assistance staff and Legal team, providing oversight, advice and making sure the organisation is meeting the needs of the membership in regards to equity and welfare-related advice, programmes and support services.

The Equity Officer will need to be available in the office, ideally each week, and available to attend committee meetings. This will include:

- Chairing the PARSA Equity Committee, at least monthly
- Attending as PARSA's representative on the ANU Access and Equity Committee, and other ANU committees as appropriate

### Equity Officer responsibilities

Provide oversight of staff work on student welfare issues by chairing regular Equity Committee meetings and meeting with key PARSA staff, namely the Student Assistance and Legal Units to maintain up-to-date knowledge of issues affecting our members and what we are doing to assist them.

Contribute to and influence University strategies on issues related to equity through direct participation in PARSA campaigns, and ANU committees, working groups, and informal networking, to ensure that student interests are effectively represented.

Ensure that members of the Students' Association are involved in inputting on procedural and policy changes involving how student casework is actioned and how grants and other forms of support are reviewed.

Work with PARSA staff and student representatives, notably the Student Assistance team to develop initiatives, campaigns, and reports to the PRC and membership on issues affecting equity groups.

Seek opportunities to interact, consult, and elicit new ideas with members in order to better represent their views, and act proactively to address issues which negatively affect them.

### Executive Responsibilities – applies to the President, Vice President, General Secretary Coursework Officer, HDR Officer, Equity Officer and Social Officer

Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.

Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.

Ensure that the student representatives are properly supported and delivering on the needs of the organisation

Ensure that PARSA staff are effectively delivering PARSA's operational needs and are adequately supported

### 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, 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:** Executive Team, Equity Officer team, General Manager; Student Assistance team; other staff
- **Members:** Postgraduate Students, Equity Officer team, marginalised and vulnerable students
- **University:** Pro Vice Chancellor (University Experience); Deputy Vice Chancellor (Academic); Dean of Students, Registrar, Student Life, Head of ANU Counselling Centre, Manager of Access and Inclusion
- **External Organisations:** ANUSA, counterparts at other students' associations, equity community groups

### Training

- Training and support will be provided by the Students' Association staff, the outgoing Equity Officer, and external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected Executive 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.

# Coursework Officer

<b>Duration</b>	12-month term
<b>Hours</b>	14 hours per week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: Coursework Officer

The Coursework Officer will work closely with the Higher Degree by Research and the Education Committee to ensure that the needs of coursework students are represented in PARSA’s advocacy work on academic issues, at the university, college, school, and classroom level.

This includes:

- Attendance at PARSA Education Committee meeting, occurring monthly
- Attendance at ANU committees as needed
- Support to the Education Officer to respond to ANU and Governance academic policy that affects coursework students

<b>Executive Responsibilities – applies to the President, Vice President, General Secretary Coursework Officer, HDR Officer, Equity Officer and Social Officer</b>
Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.
Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.
Ensure that the student representatives are properly supported and delivering on the needs of the organisation
Ensure that PARSA staff are effectively delivering PARSA’s operational needs and are adequately supported

## 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, PARSAs 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 PARSAs 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, 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:** HDR Officer, College Officers, Executive Team, General Manager;
- **Members:** Coursework students
- **University:** Deputy Vice Chancellor (Academic); Dean of Students, Registrar, Student Life, Registrar Student Administration
- **External Organisation:** ANUSA, counterparts at other students' associations

### Training

- Training and support will be provided by the Students' Association staff, the outgoing Coursework Officer and President and external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected Executive 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.

# Higher Degree by Research (HDR) Officer

<b>Duration</b>	12-month term
<b>Hours</b>	14 hours per week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: Higher Degree by Research (HDR) Officer

The HDR Officer will work closely with the Coursework Officer, and Education Committee to ensure that the needs of HDR students are represented in PARSA’s advocacy work on academic issues, at the university, college, school and classroom level.

This includes:

- Attendance at PARSA Education Committee meeting, occurring monthly
- Attendance at ANU committees as needed, specifically the High Degree by Research Committee
- Regular meeting with the Dean of HDR
- Support to the PRC to develop proposals and projects to support a positive student experience
- Respond to ANU and Governance academic policy that affects HDR students

<b>Executive Responsibilities – applies to the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer</b>
Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.
Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.
Ensure that the student representatives are properly supported and delivering on the needs of the organisation
Ensure that PARSA staff are effectively delivering PARSA’s operational needs and are adequately supported

### 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, PARSAs 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 PARSAs 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, 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:** Education Officer, Education Committee, Coursework Officer, Executive Team, General Manager and other staff
  - **Members:** HDR students
- **University:** Dean HDR; Deputy Vice Chancellor (Research & Innovation); Dean of Students
- **External Organisations:** ANUSA, counterparts at other students' associations, Council of Australian Postgraduate Association (CAPA)

### Training

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

# Environmental Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	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, 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, General 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.

# International Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: International Officer

The International Officer has principal responsibility for devising and leading the organisation's work on issues affecting international postgraduate students at ANU. This must be done in consideration of the diversity of PARSA's international student population.

Tasks include:

- acting as a conduit for international student support, and consultation to identify and report issues of concern;
- undertaking projects to empower international students with information
- representing PARSA at ANU Committees
- spearheading projects to improve the life of international students
- organising events and activities that celebrate and share culture amongst PARSA members

### 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, 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, General Manager and other staff
  - **Members:** International students
- **University:** Pro Vice Chancellor (University Experience); Deputy Vice Chancellor (Academic); 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 International Students' Associations (CISA)

## Training

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

# Social Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: Social Officer

The Social Officer is primarily responsible for developing ideas and helping ensure the successful execution of events and activities that help build and maintain a strong postgraduate community.

Of primary importance is the running of PARSA trips and events throughout the year. The Social Officer needs to understand and be constantly considering the needs of the community. Ideally, the Social Officer will also act as a conduit and connector in the community, working to understand and support students to break down social isolation and build community.

<b>Executive Responsibilities – applies to the President, Vice President, General Secretary, Coursework Officer, HDR Officer, Equity Officer and Social Officer</b>
Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.
Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.
Ensure that the student representatives are properly supported and delivering on the needs of the organisation
Ensure that PARSA staff are effectively delivering PARSA’s operational needs and are adequately supported

## 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, 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, Events and Volunteer Director, General Manager and other staff
- **Members:** Postgraduate students (all)
- **University:** Facilities and Services
- **External Organisations:** ANUSA, counterparts at other students' associations.

### Training

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

# First Nation's Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: First Nations Officer

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

Crucially this includes building and maintaining connections with important stakeholders, such as Tjabal and NCIS and acting as a connector for Indigenous postgraduates at ANU.

Tasks include:

- Acting as PARSA's representative at relevant Committees and as part of major ANU projects, such as the Reconciliation Action Plan
- Run activities to support Indigenous students
- With ANUSA, ensure the effective delivery of key Indigenous celebrations during the year, namely Reconciliation Week and NAIDOC 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, 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, General Manager and other staff
- **Members:** Indigenous students
- **University:** Pro Vice Chancellor (University Experience); Tjabal Centre; NCIS; CAPER
- **External Organisations:** ANUSA, counterparts at other students' associations, NATSIPA

## Training

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

# Women’s Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<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, 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, General 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.

# Queer Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	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. This role 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, 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, General Manager and other staff
- **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, 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.

# Disabilities Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	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. 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, 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, General 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.

# Wellbeing Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

**Role Description: Wellbeing Officer**

The Wellbeing Officer has principal responsibility for devising and leading the organisation’s work on issues related to the welfare and wellbeing of students. This role is largely focused on building community and devising advocacy actions for PARSA.

Tasks include:

- Participating in ANU Committees and events that affect the welfare and wellbeing of students
- Host and participate in events and programs that promote greater wellness, welfare and wellbeing for students

<b>Officer responsibilities – applies to all Executive team and Portfolio and College Officers</b>
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, 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, General Manager, Director Student Assistance Team
- **Members:** Queer postgraduate students
- **University:** Pro Vice Chancellor (University Experience); 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 Wellbeing Officer, 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.

# Parents and Carers Officer

<b>Duration</b>	12-month term
<b>Hours</b>	5 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Di Riddell Building
<b>Compensation</b>	Stipend

## Role Description: Parents and Carers Officer

The Parents and Carers Officer has principal responsibility for devising and leading the organisation's work on issues related to students who hold responsibilities of parenting or caring. This role is largely focused on building community and devising advocacy actions for PARSA.

Tasks include:

- Participating in ANU Committees and events that advocate for parents and carers
- Host and participate in events and programs that provide social and community opportunities for parents and carers

### 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, 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, General Manager, Director Student Assistance Team
- **Members:** Postgraduate students with parenting and/or caring responsibilities
- **University:** Pro Vice Chancellor (University Experience); 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 Parents and Carers Officer, 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.

# College Representative

<b>Duration</b>	12-month term
<b>Hours</b>	5-10 hours per month
<b>Location</b>	PARSA Office, Melville Hall
<b>Compensation</b>	Eligible for Honoraria

## Role Description: College Representatives

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.

### Key tasks include:

- Prepare for and attend, as PARSA representatives, College level committees (and sub committees as needed) – once every 6 weeks
- Attend PARSA Education Committee meetings – once per month and communication out of session
- Host college specific activities to support students
- Work to consult and understand, at a local level, the experience of students and feed this information back to PARSA to ensure effective representation

### 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, 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:** Education Officer, Coursework and HDR Officers, Education Committee, Executive Team, General Manager, Advocacy and Engagement Officer, and other staff
- **Members:** College specific postgraduate students
- **University:** Deans and Associate Deans of Colleges, Course Convenors, Academics
- **External Organisations:** ANUSA

## Training

- Training and support will be provided by the Students' Association staff, the outgoing relevant College Officers and Education 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.