



PARSA

ANU *postgraduate &
research* students'
association

Guide to PARSA Structure and position descriptions

Reviewed: July 2018

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.

PARSA's vision is for a "vibrant postgraduate community shaping the future."

The values of the organisation include:

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

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

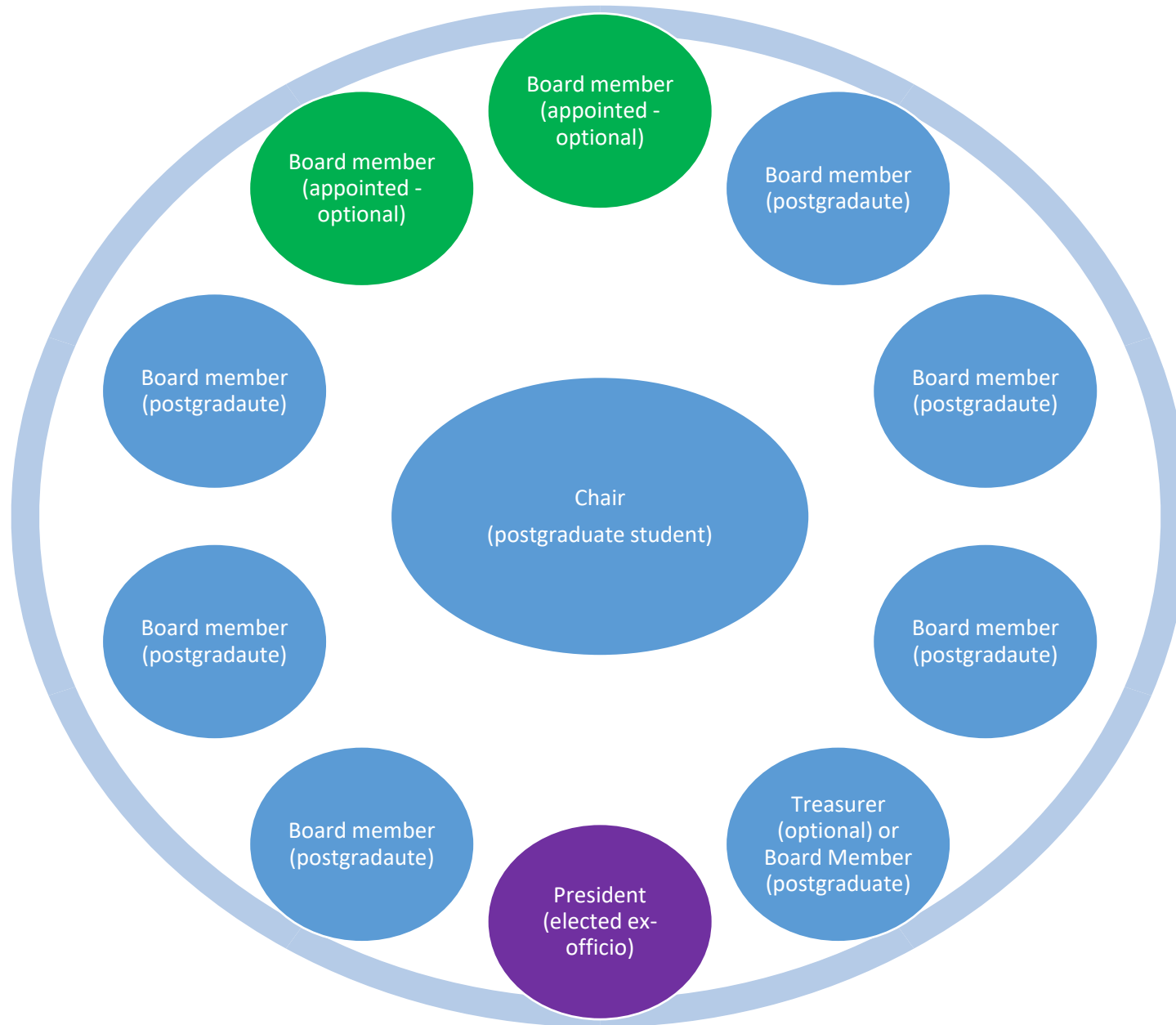
- Objective 1: Develop and coordinate events to instill a sense of community among students
- Objective 2: Create opportunities for marginalised or otherwise under-represented students to participate in the community
- Objective 3: Support residential and off-campus students to feel connected with the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

Strategic theme 4: Transparency and Sustainability

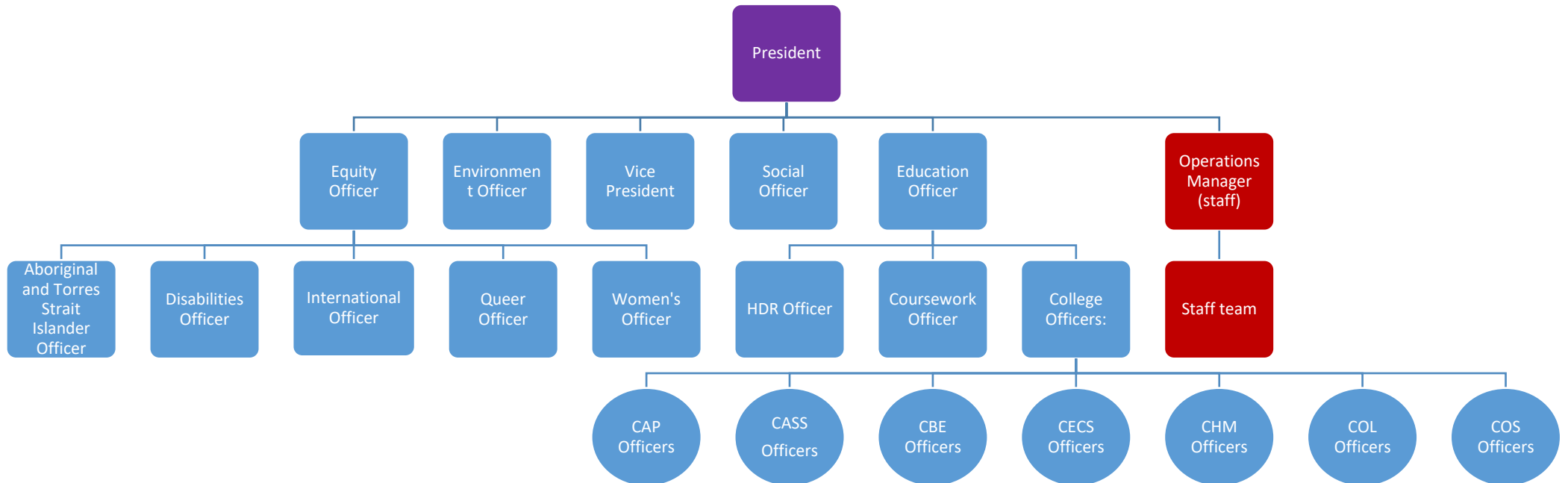
- Objective 1: Demonstrate transparent and professional operations and governance

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

PARSA Structure: Board



PARSA Structure: Operations



Operational role descriptions

President

Duration	12-month term
Hours	35 hours a week, 52 weeks a year
Location	PARSA Office, Melville Hall
Compensation*	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 is the Chief Executive Officer (CEO) of PARSA and reports directly to the PARSA Board. The President is also a director (elected ex-officio) to the PARSA Board, and in their role as CEO should work collaboratively with the Chair of the Board and the Board more broadly to achieve the Strategic objectives and appropriate accountability of the Association.

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 Operations 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, Equity Officer and Education 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, if determined by the PARSA Board
- other meetings of the Association as determined by the PARSA Board, or 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, Equity Officer and Education 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 Operations 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
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• Be the spokesperson for the Students' Association and oversee matters relating to public affairs and press management, membership communication, internal Students' Association operations.
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Liaise and work with external and internal stakeholders, including the Association's members and staff, Australian National University, external organisations such as the Council of Australian Postgraduate Associations (CAPA) and public officials, to develop outcomes that benefit PARSA's membership.
<ul style="list-style-type: none">• Work closely with staff, student representatives and the PARSA Board, immediately following the election to prepare a budget proposal for the upcoming financial year, and lead the SSAF-negotiation team.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• Provide practical support and knowledge to other elected representatives, particularly on issues which affect students outside of their academic work.
<ul style="list-style-type: none">• 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, Equity Officer and Education Officer
<ul style="list-style-type: none">• 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.

<ul style="list-style-type: none"> • Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.
<ul style="list-style-type: none"> • Ensure that the student representatives are properly supported and delivering on the needs of the organisation
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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).
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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, Board, operational 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 Operational 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

Duration	12-month term
Hours	Minimum 20 hours a week, 52 weeks a year
Location	PARSA Office, Melville Hall
Compensation	Stipend

Role Description: Vice President

This is a critical, time-intensive role, with principal responsibility for leading the organisation’s work around 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
<ul style="list-style-type: none">• Support and help co-ordinate PARSA responses to key ANU or external issues that affect students.
<ul style="list-style-type: none">• Lead on the development of policy and campaigning positions that support the Students’ Association’s ongoing activity to improve students’ lives
<ul style="list-style-type: none">• Support the President and officers in taking action on decisions made by the organisation.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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, Equity Officer and Education 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, 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:** Executive Team, PRC, Operations Manager; Advocacy and Engagement Officer; other staff
- **Members:** Postgraduate Students (al)
- **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 Operational 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.

Equity Officer

Duration	12-month term
Hours	Minimum 10 hours a week, 52 weeks a year
Location	PARSA Office, Melville Hall
Compensation	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 Aboriginal and Torres Strait Islander, Disability, International, Queer, and Womens 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
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• Work with PARSA staff and student representatives, notably the Student Assistance team and Advocacy and Engagement staff member 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, Equity Officer and Education 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, 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:** Executive Team, Equity Officer team, PARSA Board, Operations Manager; Student Assistance and Legal Unit, Advocacy and Engagement Officer; 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.

Education Officer

Duration	12-month term
Hours	Minimum 10 hours a week, 52 weeks a year
Location	PARSA Office, Melville Hall
Compensation	Stipend

Role Description: Education Officer

The Education Officer is primarily responsible for PARSA’s advocacy work on academic issues, at the university, college, school and classroom level. The Education Officer manages and works closely with the PARSA Education Committee, including the Higher Degree by Research (HDR), Coursework Officers and College Officers to understand and respond to ANU and Government academic policy and issues. This role also includes being proactive in creating proposals and suggestions to improve the student experience at ANU.

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 Education Committee, at least monthly
- Attending as PARSA’s representative on Academic Board, and other Education Committees as needed

Education Officer responsibilities
<ul style="list-style-type: none">• Provide oversight of staff and student representative work related to learning and teaching issues by meeting with relevant people to maintain up-to-date knowledge of issues affecting our members and what PARSA is doing to assist them.
<ul style="list-style-type: none">• Influence University strategies on issues related to education through direct participation in PARSA campaigns, and ANU committees, working groups, and informal networking, to ensure that student interests are effectively represented.
<ul style="list-style-type: none">• Chair the PARSA Education Committee meetings, regularly communicate with PARSA’s College Officers, HDR and Coursework officer, to keep informed of issues affecting students in each college, and share that information with other relevant officers and staff.
<ul style="list-style-type: none">• Ensure that members of the Students’ Association input on any proposed changes to academic procedures and college and school structure that affect postgraduate students.
<ul style="list-style-type: none">• Work with the Advocacy and Engagement staff member to develop initiatives, campaigns, and reports to the PRC and membership on academic issues.
<ul style="list-style-type: none">• 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, Equity Officer and Education 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, 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:** Executive Team, PARSA Board, College Officer, HDR Officer, Coursework Officer, Operations Manager; Student Assistance Officers, Advocacy and Engagement Officer; other staff
- **Members:** Postgraduate Students (all)
- **University:** Deputy Vice Chancellor (Academic); Deputy Vice Chancellor (Research and Innovation); Dean of HDR; Dean of Students, Registrar, Student Life; Registrar, Student Administration
- **External Organisations:** ANUSA, counterparts at other students' associations

Training

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

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

Role Description: Coursework Officer

The Coursework Officer will work closely with the PARSA Education Officer, and 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 develop proposals and projects to support a positive student experience
- Support to the Education Officer to respond to ANU and Governance academic policy that affects coursework students

Officer responsibilities – applies to all Executive team and Portfolio and College Officers
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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).
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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, HDR Officer, College Officers, Executive Team, Operations Manager; Student Assistance Officers, Advocacy and Engagement Officer; other staff
- **Members:** Coursework students

- **University:** Deputy Vice Chancellor (Academic); Dean of Students, Registrar, Student Life, Registrar Student Administration
- **External Organisations:** ANUSA, counterparts at other students' associations

Training

- Training and support will be provided by the Students' Association staff, the outgoing Education Officer and President (as this is a new role for 2018), 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

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

Role Description: Higher Degree by Research (HDR) Officer

The HDR Officer will work closely with the PARSA Education 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 Education Officer to develop proposals and projects to support a positive student experience
- Support to the Education Officer to respond to ANU and Governance academic policy that affects coursework students

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:** Education Officer, Education Committee, Coursework Officer, Executive Team, Board, Operational 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

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.

International Officer

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

Duration	12-month term
Hours	5 hours a week, 46 weeks a year
Location	PARSA Office, Melville Hall
Compensation	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 conduct and connector in the community, working to understand and support students to break down social isolation and build community.

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, Events and Volunteer Director, Communication and Marketing Director, Operational 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.

Aboriginal and Torres Strait Islander Officer

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

Role Description: Indigenous Australian Officer

The Indigenous Australian Officer is primarily responsible for devising and leading the organisation's work on issues related to Aboriginal and Torres Strait Islander 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 student
- 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, 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:** 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 Aboriginal and Torres Strait Islander 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

Duration	12-month term
Hours	5 hours a week, 46 weeks a year
Location	PARSA Office, Melville Hall
Compensation	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
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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).
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.

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.

Disabilities Officer

Duration	12-month term
Hours	5 hours a week, 46 weeks a year
Location	PARSA Office, Melville Hall
Compensation	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. As this is a new role in 2018, 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, 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, Executive Team, Board, Operational 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.

College Representative

Duration	12-month term
Hours	Average of 5 – 10 hours a month, 46 weeks a year
Location	PARSA Office, Melville Hall
Compensation	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
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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).
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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, Board, Operational 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.