

Communications Officer

The Communications Officer has principal responsibility for devising and leading the organisation's work on communications issues.

The Communications Officer is provided an honoraria, paid monthly, for 40 weeks of the year. They are expected to contribute a minimum of 14 hours per week on PARSA-related activities.

The Communications Officer is a member of the Postgraduate Representative Council (PRC), PARSA's governance body, which is comprised of 31 elected postgraduate students. In addition to the below duties, they are required to attend regular PRC meetings (approximately every 4 to 6 weeks).

This role requires the Communications Officer to do the following:

- Take a leading role on Students' Association activities relating to the Communications Portfolio;
- Deliver projects and initiatives for the portfolio as outlined in the SSAF bid, or as agreed upon with the President;
- Liaise and work with external and internal stakeholders, including PARSA members and staff, ANUSA, ANU and others as required to successfully deliver projects;
- Ensure that members of the Students' Association are engaged with and involved in developing and implementing their projects and policies
- Consult with members to represent their views and act on issues affecting them
- Report on their work to the President, and at the Postgraduate Representative Council (PRC);
- Develop detailed project and activity proposals as part of PARSA's annual SSAF budget proposal;
- Provide practical support and knowledge to members and societies related to their portfolio.
- Have a strong knowledge base regarding the issues within the portfolio in order to advocate within PARSA, ANU and beyond;
- Act as the first point of contact for students with questions or concerns about student activities, signposting students to the appropriate PARSA representatives and staff as appropriate;
- Attend all Officer meetings, and Annual and Ordinary General meetings, and provide support for PARSA activities and events that fall outside their portfolio's remit.