

Position Description

**Department:** ANU Postgraduate and Research Students’ Association

**Position titles:**

* O-Week Events Director
* O-Week Volunteer Director

**Salary:** 37.46/hr + 9.5% Superannuation (Classification 3.1)

**Hours:** Casual position

* O-Week Events Director (expected 175hrs, with more hours closer to and during O-Week)
* O-Week Volunteer Director (expected 30hrs, with more hours closer to and during O-Week)

**Responsible to:** PARSA General Manager

Purpose Statement

O-Week is an opportunity for PARSA to welcome new postgraduate students to campus, and returning postgraduate students back to the University after the Winter Break.

A series of events will take place over the week, including Market Day, where we staff a PARSA stall with volunteers and hand out merchandise, the ANU Tomorrow lecture, Postgraduate Welcome Evening, and the PARSA Big Day - the largest family-friendly event run on campus at the start of each semester. It traditionally features rides, food, and fun activities for postgraduate students and children alike.

PARSA is hiring two ANU postgraduate students to help plan and execute our welcome, and welcome-back, activities in July. These Directors will cover two areas of work in the months leading up to and during O-Week (July 24-29):

* **O-Week Events Director**– responsible for creative input, administrative support, planning and co-ordinating events, including the Postgraduate Welcome Evening, BBQs, ANU Tomorrow, our Market Day stall and the PARSA Big Day (July 29).
* **O-Week Volunteer Director** – responsible for recruiting, training and overseeing 20 or more event-support volunteers for O-Week and the Big Day. Also will work with staff to help PARSA develop a broader volunteer recruitment strategy.

Position Dimension and Relationship

PARSA is the student representative body for postgraduates at the ANU, and provides a range of services aimed at providing support for the specific needs of postgraduate students in relation to both their studies and daily life. PARSA is run by students for students, and represents postgraduates both collectively and individually.

The association’s staff, supervised by the General Manager, are a small dedicated team that works closely with the elected officers of the students’ association. The Director roles are casual employment positions, and will work closely with the President, Social Officer, Communications, Marketing and Events Co-ordinator and other relevant staff to deliver a successful O-Week.

Undertaking the role of a PARSA O-Week Director provides an excellent opportunity to be part of a vibrant, fun and always-changing working environment. It involves engaging with every aspect of the organisation as well as with student members, ANU staff and external stakeholders, thus giving the post-holder the opportunity to learn and develop a variety of new skills.

The Director will regularly report on progress and work both collaboratively with officers and staff, and individually, to deliver agreed O-Week objectives. The successful candidate will receive dedicated support from PARSA staff members to help achieve these objectives, including induction and training to ensure knowledge of PARSA’s objectives for O-Week, PARSA’s financial procedures, and PARSA and ANU event planning procedures.

Further information

The successful candidate is eligible for remuneration at the casual rate of 37.46/hr plus 9.5% employer superannuation contribution. This amount will be paid fortnightly subject to the provision of completed time sheets, or as negotiated with the PARSA President. This role is subject to the maximum funding allocation for the project and work availability. Successful candidates must be available during work hours, and outside normal working hours where directed by PARSA.

This is a casual role; hours will change from week-to-week. Expected availability of work ranges from 3-30 hours per week, depending on the role (see above), with the amount of hours increasing in the weeks leading up to and throughout O-Week.

Main duties and responsibilities (O-Week Events Director)

1. **Planning and organisation:** planning and implementing events and activities during O-Week
2. **Creativity:** helping choose themes, graphics and artwork, and procuring PARSA merchandise
3. **Co-ordination:** working with university stakeholders including student groups, halls and residencies, and companies external to ANU, to arrange and promote events
4. **Event management:** assisting set-up and take-down of events
5. **Administrative:** completing tasks related to the events, particularly ensuring compliance with regulatory issues raised by ANU and other bodies
6. **Initiative and attention-to-detail:** taking pride in your work and showing initiative to ensure that events are delivered to a high standard

Main duties and responsibilities (O-Week Volunteer Director)

1. **Event management:** seeking out new volunteers and co-ordinating existing volunteers ahead of O-Week
2. **Event management:** co-ordinating volunteers to arrange set-up and take-down of events
3. **Administrative:** completing tasks related to the events, particularly ensuring compliance with regulatory issues raised by ANU and other bodies
4. **Systems development:** researching and proposing a system to maximise PARSA’s volunteer recruitment efforts after O-Week
5. **Initiative and attention-to-detail:** taking pride in your work and showing initiative to ensure that events are delivered to a high standard

Other duties

1. To ensure PARSA’s financial resources are used efficiently and that best value for money is obtained at all times.
2. To attend meetings and training events as required.
3. To have a flexible approach to work and to undertake any other reasonable duties that may be required, consistent with the classification level of the position.

General Standards

1. To respect the democratic structure of the Students’ Association at all times. The post-holder will be expected to work closely with the elected officers of the students’ association and will aspire to the highest standards of integrity in respect of the advice provided to officers that must at all times be balanced in nature.
2. To aspire to the highest standards of client care at all times.
3. To abide by the Association’s constitution, and University and Association policies and procedures.
4. To maintain high standard of ethics and confidentiality, empathy with students as a client group, and a commitment to principles of equality.
5. To be sensitive when handling confidential information.

Selection criteria

**Essential**

1. Be an enrolled postgraduate student at ANU
2. Availability to work in Canberra throughout June and July
3. Demonstrated experience as the primary planner, organiser, and co-ordinator of an ANU event that involved 25 or more people.
4. Experience sourcing quotes and maintaining financial records involving suppliers (only if applying for Events Director)
5. Demonstrated experience recruiting and co-ordinating 10 or more volunteers to support an ANU event (only if applying for Volunteer Director)

**Desirable**

1. Demonstrated connections with the ANU community and understanding of ANU events and on-campus planning process.
2. Experience creating risk assessment and management plans (RAMPs)
3. Experience working with ANU clubs and societies and residential halls
4. Demonstrated proficiency in Microsoft Office Suite of programs, particularly Excel

How to apply

The application deadline is 5pm Monday, May 29th, 2017.

To apply for the role:

1. send an email to parsa@anu.edu.au with your CV (including ANU student ID number and contact details for three references) and
2. a completed candidate statement (see below)

Candidates will be interviewed either in person, or by phone or Skype (if that individual is outside of Canberra) the week of May 29th. All candidates will be informed of the outcome of this process in early June.

PARSA is an equal opportunity employer.

If you have any questions please contact Mike Heffron, PARSA General Manager, at mike.heffron@anu.edu.au or at 0478086315.

**Candidate statement**

**Please circle which role(s) you are you applying for. You may apply for both positions**

Events Director Volunteer Director

**If you are applying for more than one position, please circle which would be your first choice**

Events Director Volunteer Director

**Please outline in 500 words or less why you’re a suitable candidate for the role(s). Candidates will only be shortlisted for an interview if they address each point in the essential selection criteria.**