

# TUMUAKI TUARUA PĀHEKOHEKO | UCSA VICE-PRESIDENT - ENGAGEMENT

**Date of effect:** This part time position shall start on the 1<sup>st</sup> January of each calendar year and finish on the 31<sup>st</sup> December.

## **General:**

UCSA is the University of Canterbury Students' Association Incorporated. Established in 1894, the UCSA is a not-for-profit organisation with charity status. Fourteen elected student representatives govern UCSA with the support and guidance of external advisors via an Advisory Board. At times the UCSA employs up to 350 full-time, part time and casual staff who report through a Manahautū | Chief Executive. We offer the diversity to reflect the many services that students have initiated to ensure that the university experience for students at Te Whare Wānanga o Waitaha | the University of Canterbury is all that it can be.

## **TIROHANGA WHĀNUI | OUR VISION**

We are here for students.

## **WHAKATAKANGA | OUR MISSION**

Helping students succeed and belong.

## **TUMUAKI TUARUA PĀHEKOHEKO | VICE-PRESIDENT - ENGAGEMENT'S ROLE AND OBLIGATIONS**

It is important that the Tumuaki Tuarua Pāhekoheko | UCSA Vice-President - Engagement starts as early as possible in January when the UCSA office opens, given the amount of preparatory work involved.

It is expected that the incoming Tumuaki Tuarua Pāhekoheko | UCSA Vice-President - Engagement will spend time with the incumbent Tumuaki Tuarua Pāhekoheko | UCSA Vice-President - Engagement at the end of the previous year for up to 37.5 hours as part of a handover process, paid on evidence of hours worked (timesheets).

## **Whāinga Matua | Primary objective(s):**

- Engage with students and the Student Executive, UCSA Staff and UC community when and where required
- Work closely with the Tumuaki | UCSA President and Tumuaki Tuarua Akoranga | UCSA Vice-President – Academic on matters pertaining to the Executive
- Fulfil their role as the primary aid to the Tumuaki | President (being the elected representative and leader of the University of Canterbury Students' Association (**UCSA**) and the UCSA Executive)
- Deputise as Tumuaki | President in their absence
- Represent the interests of students as part of the governing body of the UCSA

## **Whaiwhakaarotia | Accountable to:**

Tumuaki | UCSA President, Fellow UCSA Student Executive, UCSA Student Members

**Responsible for:**

Working with the UCSA Student Executive and UCSA staff to ensure the various cohorts of the student body are engaged with and kept up to date with relevant communications, via the various media channels available.

**Time commitments and honorarium:**

As per the Constitution, this role is a part time position of approximately 20 hours per week. It is acknowledged that hours will vary between term time and non-term time. Regarding honorarium payments, refer to the UCSA Executive Honorarium Policy found on the UCSA website.

**Ngā Hononga | Relationship with:**

All UCSA Executive Members, Manahautū | UCSA Chief Executive, UCSA Advisory Board, UCSA Senior Leadership Team and staff, UCSA Communications and Marketing Team, Tumu Whakarae | UC Vice Chancellor and Te Ohu Whakahaere | Senior Management Team, Tumu Kaunihera | UC Chancellor and Te Kaunihera o Te Whare Wānanga o Waitaha | UC Council, other key UC staff, affiliated clubs and societies, students at UC, and a variety of external stakeholders.

**Mahi, Haepapa me ngā Hua | Duties, Responsibilities and Expected Outcomes:**

	<b>Mahi me ngā Haepapa</b> <b>Engagement Specific Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b> <b>Expected Outcomes</b>
1.	<p>Representation on relevant UCSA committees.</p> <p>Attend and advocate for the UCSA on committees the Tumuaki Tuarua Akoranga   UCSA Vice-President – Academic may be appointed to as approved by the UCSA Executive including, but not limited to:</p> <ul style="list-style-type: none"> <li>• UCSA Executive Committee (Deputy Chair)</li> <li>• UCSA Advisory Board</li> </ul>	<p>Attendance at UCSA committees as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.</p> <p>Attendance at Annual General Meetings, Special General Meetings and other official meetings of the student body as required.</p>
2.	<p>Lead efforts to engage the student body in order to ensure continued UCSA relevance by:</p> <p>Help to develop, approve, and implement a student engagement plan for the year. The mediums for this engagement can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Student Emails (including liaising with the International</li> </ul>	<p>Semester 1 plan is written and approved by the Executive by the end of February.</p> <p>Semester 2 plan is written and approved by the Executive before Term 3 commences.</p>

	<b>Mahi me ngā Haepapa</b>  <b>Engagement Specific Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b>  <b>Expected Outcomes</b>
	<p>and Postgraduate representatives to craft specific International and Postgraduate emails)</p> <ul style="list-style-type: none"> <li>• UCSA Website News Updates</li> <li>• Social Media Videos and Posts</li> <li>• In person initiatives, such as executive office hours.</li> </ul> <p>Work with the UCSA Communication and Marketing team to promote Executive activities and initiatives.</p> <p>Take ownership of student-engagement forums and channels including, but not limited to:</p> <ul style="list-style-type: none"> <li>• AGM and Half-AGM</li> <li>• Student Advisory Groups</li> <li>• VC forums</li> <li>• Other events and student surveys/feedback, as required.</li> </ul> <p>Present a monthly Engagement report to the Executive and Advisory Board updating them on:</p> <ul style="list-style-type: none"> <li>• Engagement Initiatives</li> <li>• UC-UCSA Student Voice Partnership Group</li> <li>• Special Initiatives</li> <li>• Reviews of AGMs/VC forums</li> <li>• Student feedback gained through surveys and other means</li> <li>• Non-academic-related submissions and proposals</li> <li>• Other relevant committees and events</li> </ul>	<p>Proactive engagement with the UCSA Communication and Marketing team is undertaken on an ongoing regular basis.</p> <p>AGMs/ Half AGMs, meetings and forums are publicised and well attended and Executive are engaged to assist in set up and promotions.</p> <p>Engagement report is presented in a timely manner and covers off required topics as necessary, as well as reports against the engagement plan with measureable KPIs.</p>
3.	Prepare, attend and advocate for students and the UCSA on UC-UCSA Student Voice Partnership Group (SVP) and Student Levy Advisory	Well informed and constructive student voice is heard at UC-UCSA Student Voice Partnership Group, SLAB and other relevant committees.

	<b>Mahi me ngā Haepapa</b> <b>Engagement Specific Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b> <b>Expected Outcomes</b>
	Board (SLAB) and other relevant committees.	Outcomes of SVP and SLAB are communicated to students in an effective way to promote transparency.
4.	Help coordinate the UCSA voice on relevant non-academic issues both within UC, as well as local and national issues, by assisting the President in coordinating submissions and proposals. This will involve gathering student views on different issues/topics and presenting this to relevant parties/organisations.	Student voice is gathered and articulated in a professional manner that provides valuable input into issues that UC or other parties require.
5.	Promote the wellbeing of students.	Initiate engagement initiatives that relate to wellbeing issues relevant to a range of students at that time.  Work with UC and UCSA staff to deliver key wellbeing messaging.

	<b>Mahi me ngā Haepapa</b> <b>Finance Specific Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b> <b>Expected Outcomes</b>
1.	Oversee the administration of the Executive Special Initiatives fund by assisting Executive members in developing and delivering their special projects and initiatives.	Executive members feel supported in developing and delivering their special projects and initiatives.
2.	To act as UCSA signatory to authorise UCSA Executive expenses as well as the UCSA's payroll, PAYE and creditors.	Is available to act as UCSA signatory at key business operational times.

	<b>Other Duties and Responsibilities</b>	<b>Expected Outcomes</b>
1.	Represent the UCSA as Acting Tumuaki   UCSA President in accordance with the UCSA	Tumuaki Tuarua Pāhekoheko   UCSA Vice-President - Engagement acts appropriately as per the Constitution and mana of the role.

	<b>Other Duties and Responsibilities</b>	<b>Expected Outcomes</b>
	Constitution when the Tumuaki   UCSA President is unable to do so.	
2.	Fulfil statutory and other obligations as per the Constitution by reading and understanding the Constitution and any other policy documents.	The UCSA is governed in a manner that is consistent with the Constitution and any other relevant policy documents.
3.	Take all practical steps to ensure their own and others health and safety at a governance level by proactively managing self-awareness of Health and Safety in the workplace.  Undertake Health and Safety observations and conversations when required.	All Executive members and staff remain safe and healthy in the workplace.  Health and Safety observations and conversations are undertaken in a thorough and timely manner.
4.	Train the Tumuaki Tuarua Pāhekoheko   UCSA Vice-President - Engagement -Elect, as well as update the Tumuaki Tuarua Pāhekoheko   UCSA Vice-President - Engagement hand over documents to ensure a smooth transition period.	Handover is professional and meets the needs of the incoming Tumuaki Tuarua Pāhekoheko   UCSA Vice-President – Engagement.  The incumbent Tumuaki   UCSA President approves the timesheets of the handover period of the incoming Tumuaki Tuarua Pāhekoheko   UCSA Vice-President - Engagement.

#### **Me whakaoti i mua | Prerequisites:**

- Enrolled as a student at Te Whare Wānanga o Waitaha | the University of Canterbury at the time of election and during their term as Āpiha Pāhekoheko | UCSA Engagement Officer
- Enrolled as a member of the UCSA at the time of election and has not waived their rights

#### **Āhuatanga ngaio | Professional attributes:**

- Ability to communicate and engage with the student body
- Basic financial knowledge and understanding
- Knowledge and understanding of the services offered by the UCSA

#### **Āhuatanga tangata | Personal attributes:**

- Friendly and approachable
- Honest and reliable
- Excellent communication and interpersonal skills and ability to work as part of a team
- Excellent administrative skills
- Financial literacy and numerical skills
- Ability to conduct their self in a positive and professional manner at all times

- Ability to effectively operate basic computer programmes
- Ability to prioritise, multitask and work under pressure
- Self-motivated, proactive with excellent time management skills
- Attention to detail
- Ability to receive and act on instructions delegated down

**Performance issues:**

If the Manahautū | Chief Executive or any Executive member believes that the Tumuaki Tuarua Pāhekoheko | UCSA Vice-President - Engagement is not meeting their contractual obligations, a complaint may be submitted in writing via the Manahautū | Chief Executive to the Executive Honorarium Policy sub-committee (made up of the Tumuaki | UCSA President and Tumuaki Tuarua Akoranga | UCSA Vice-President – Academic plus three external members of the Advisory Board), and a decision on further action (if any) will then be made.

**Ngā Haepapa Oranga Tangata | Health & Safety Responsibilities – As a Director/Officer of the UCSA**

1. Ensure that the UCSA has the relevant systems and processes in place to comply with the Health and Safety legislation as per Director Requirements.
2. Encourage a culture of continuous improvement and transparent, no blame reporting.
3. Undertake Health and Safety Conversations/Observations as determined by the Tumuaki | UCSA President and Manahautū | Chief Executive.

**Waitohua | Signed:**

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**Incoming Tumuaki Tuarua Pāhekoheko | UCSA Vice-President - Engagement's signature**

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**Incoming Tumuaki | UCSA President's signature**

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**Incoming Tumuaki Tuarua Pāhekoheko | UCSA Vice-President - Engagement's name**

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**Incoming Tumuaki | UCSA President's name**

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**Rā | Date**

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**Rā | Date**