

# UCSA ĀPIHA PŪTEA | FINANCE & ENGAGEMENT OFFICER

**Date of effect:** This part time position shall start on the 1st 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, UCSA is a not for profit organisation with charity status. Twelve elected student representatives govern UCSA with the support and guidance of external advisors via an Advisory Board. At times the UCSA employs up to 140 full-time, part time and casual staff who report through a Chief Executive. We offer the diversity to reflect the many services that students have initiated to ensure that the university experience for students at Waitaha Canterbury is all that it can be.

## **TIROHANGA WHĀNUI | OUR VISION**

**We are here for students.**

## **WHAKATAKANGA | OUR MISSION**

**Helping students succeed and belong.**

## **ĀPIHA PŪTEA | FINANCE & ENGAGEMENT OFFICER'S ROLE AND OBLIGATIONS**

It is important that the Āpiha Pūtea | Finance & Engagement Officer 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 Āpiha Pūtea | Finance & Engagement Officer will spend time with the incumbent Āpiha Pūtea | Finance & Engagement Officer 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 | President and Tumuaki Tuarua | Vice President on matters pertaining to the Executive
- Represent the interests of students as part of the governing body of the UCSA
- Ensure the financial sustainability of the Association by providing financial oversight and monitoring

## **Whaiwhakaarotia | Accountable to:**

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

## **Responsible for:**

The UCSA Student Executive will provide reports and input on internal portfolio activities which the Finance & Engagement Officer oversees.

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

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

	<b>Mahi me ngā Haepapa Finance Specific Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere Expected Outcomes</b>
1.	Oversee the administration of the Executive Special Project 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>Mahi me ngā Haepapa Engagement Specific Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere Expected Outcomes</b>
1.	<p>Lead efforts to engage the student body in order to ensure continued UCSA relevance by:</p> <p>Helping 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 and Postgraduate representatives to craft</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>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>Working with the Communications team to promote Executive activities and initiatives.</p> <p>Taking 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 written monthly Engagement report to the Executive and Advisory Board updating them on:</p> <ul style="list-style-type: none"> <li>• Engagement Initiatives</li> <li>• Joint Operations Advisory Board (JOAB)</li> <li>• Internal Portfolios</li> <li>• Special Projects</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 committee's and events</li> </ul>	<p>Proactive engagement with the Communications 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 written in a timely manner and covers off required topics as necessary, as well as reports against the engagement plan with measureable KPIs.</p>
2.	Allocate Executive members internal portfolio areas for the UCSA.	Executive members are allocated internal portfolio areas and introduced to their respective staff members.

	<b>Mahi me ngā Haepapa</b> <b>Engagement Specific Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b> <b>Expected Outcomes</b>
	Provide support for these portfolios by ensuring the executive members are regularly meeting with requisite staff, as well as receiving any required training.	Executive members understand the role and engage with their internal portfolio staff in a constructive manner.
3.	Prepare, attend and advocate for the UCSA on Joint Operations Advisory Board (JOAB) and other relevant committees.	Well informed and constructive student voice is heard at JOAB and other relevant committees.
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.

	<b>Other Duties and Responsibilities</b>	<b>Expected Outcomes</b>
1.	Represent the UCSA as Acting Tumuaki   President in accordance with the UCSA Constitution when the Tumuaki   President and/or Tumuaki Tuarua   Vice-President are unable to do so.	Āpiha Pūtea   Finance & Engagement Officer acts appropriately as per the Constitution and mana of the role.
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.	All Executive members and staff remain safe and healthy in the workplace.

	<b>Other Duties and Responsibilities</b>	<b>Expected Outcomes</b>
	Undertake Health and Safety observations and conversations when required.	Health and Safety observations and conversations are undertaken in a thorough and timely manner.
4.	Train the Āpiha Pūtea   Finance & Engagement Officer-Elect, as well as update the Āpiha Pūtea   Finance & Engagement Officer hand over documents to ensure a smooth transition period.	<p>Training and handover completed before end of tenure as current Āpiha Pūtea   Finance &amp; Engagement Officer and smooth handover effected.</p> <p>The incumbent Tumuaki   President approves the timesheets of the handover period of the incoming Āpiha Pūtea   Finance &amp; Engagement Officer.</p>

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

- Enrolled as a student at the University of Canterbury at the time of election and during their term as Āpiha Pūtea | Finance & 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 and ability to receive and act on instructions delegated down

#### **Performance issues:**

If the Chief Executive or any Executive member believes that the Āpiha Pūtea | Finance & Engagement Officer is not meeting their contractual obligations, a complaint may be submitted in writing via the Chief Executive to the Executive Honorarium Policy sub-committee (made up of the Tumuaki | President and Tumuaki Tuarua | Vice President 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 President and Chief Executive.

**Waitohua | Signed:**

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**Incoming Āpiha Pūtea | F&E Officer's signature**

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**Incoming Tumuaki | President's signature**

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**Incoming Āpiha Pūtea | F&E Officer's name**

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**Incoming Tumuaki | President's name**

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**Rā | Date**

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**Rā | Date**