

# UCSA POST GRADUATE REPRESENTATIVE EXECUTIVE MEMBER



## General:

UCSA is the University of Canterbury Students' Association Incorporated. Established in 1894, UCSA is a not for profit organisation with charitable 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 Canterbury is all that it can be.

## OUR VISION

**We are here for students.**

## OUR MISSION

**Helping students succeed and belong.**

## THE POST GRADUATE REPRESENTATIVE'S ROLE AND OBLIGATIONS

**Date of effect:** This position description shall be executed on 1 January of each calendar year by the respective UCSA Executive Member.

## Position:

The Post Graduate student representative will represent post graduate students as well as holding responsibilities and portfolios allocated by the President based on the incumbent's strengths.

## Primary objective(s):

- To ensure that all student voices are heard and represented with a specific focus on post graduate students
- Represent the interests of students as part of the governing body of the UCSA

## Accountable to:

Fellow UCSA Student Executive, UCSA Student Members

## Relationship with:

All UCSA Executive Members, UCSA Chief Executive, UCSA Advisory Board, UCSA Senior Leadership Team, Post Graduate Adults' Association, UC Vice Chancellor and Senior Management Team, Chancellor and UC Council, variety of external stakeholders.

## Duties, Responsibilities and Expected Outcomes:

	Duties and responsibilities	Expected Outcomes
1	Representation on relevant UCSA Committees	Attendance at UCSA Committees as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.

	<b>Duties and responsibilities</b>	<b>Expected Outcomes</b>
		Attendance at Annual General Meetings, Special General Meetings and other official meetings of the student body as required.
2	Representation on relevant University committees, including but not limited to: <ul style="list-style-type: none"> <li>• Post Graduate Committee</li> </ul> Other committees as appointed	Attendance at Committees/Faculties as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.  Reports on these meetings and on any issues of concern are to be brought to the attention of the Executive as soon as possible.
3	Establish goals and objectives at the beginning of the portfolio term in conjunction with the President and Vice-President and work to achieve those goals	Goals and objectives are achieved in line with agreed plans and timetables.
4	Regular updates to the President and Vice-President regarding the progress made towards achieving the goals set at the beginning of the portfolio term	Reporting to these goals and objectives as frequently as agreed to by the Executive.
5	Attend the Executive induction in February.	Proactively take part in all aspects of the induction.
6	To carry out duties which may be reasonably required by the UCSA President from time to time	Carry out these duties when required.
7	Take all practical steps to ensure their own and others health and safety at a governance level.	Proactively manages self-awareness of Health and Safety in the workplace. Awareness of hazards in their area and works towards minimising/eliminating risks.
8	Be visible and accessible to the student body as required.	Maintain regular office hours.
9	Review any items in the UCSA Governance Policies at the beginning of the term that relates to the UCSA Member's designated portfolio. Advise the Vice-President of any immediately obvious changes or updates required.	Carry out these duties when required.
10	To train the Post Graduate Representative-Elect, as well as updating the Post Graduate Representative	Handover is professional and meets the needs of the incoming Post Graduate Representative Executive member.

	Duties and responsibilities	Expected Outcomes
	Student Handover document to ensure a smooth transition period.	

**Prerequisites:**

- Enrolled as a student at the University of Canterbury at the time of election and post graduate student during their term as a UCSA Post graduate Representative Executive Member
- Enrolled as a member of the UCSA at the time of election and has not waived their rights

**Qualifications and experience:**

- Knowledge and understanding of the needs of Post Graduate students
- Knowledge and understanding of the services offered by the UCSA

**Personal attributes:**

- Ability to represent divergence of views constructively and ability to work as part of a team
- Friendly and approachable
- Honest and reliable
- Empathetic to the needs of diverse range of students
- Excellent communication and interpersonal skills
- Ability to conduct him or herself 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

**Remuneration:**

**Type:** Honorarium

**Amount:** [\$5,200] (gross per annum) in 2018 providing that the minimum performance and engagement standards are met as per the Executive Honorarium Policy.

**Health & Safety Responsibilities – As a Director/Officer of the UCSA**

**Policy and Planning**

- Keep up to date with health & safety (H&S) matters by attending training and awareness briefings and reviewing relevant H&S publications (including relevant WorkSafe Guidelines and Codes of Practice).
- Determine the UCSA’s H&S strategy and policy and specify targets for tracking and improving health & safety performance.
- Gain an understanding of risks and hazards associated with the UCSA through measures such as site visits, attending H&S Committee meetings, and attending in-house training on existing H&S systems or seeking external advice.

**Delivery**

- Consider safety as a factor in all budget decisions.
- Encourage a culture where report of incidents/accidents/events and near misses is expected and followed up on.

**Monitoring**

- Specify clear requirements for the regular reporting of H&S performance, reports and information.

- Monitor H&S performance of the UCSA by reference to reports, H&S targets, actions and timeframes.
- Consider whether the reports provide an accurate picture of H&S issues or whether reporting requirements need to be updated.
- Ensure there are sufficient systems in place, with clear responsibilities and accountabilities, for reporting and responding to events that must be notified to WorkSafe.
- Seek independent expert advice when required.
- Take action when information suggests that H&S obligations and goals are not being met.

**Review**

- Undertake periodic (annual) formal reviews of the effectiveness of the UCSA H&S system against the Student Executive targets and undertake any improvements required.
- Consider whether an external review is required for compliance against legislative obligations.
- Ensure that input to the formal review includes audits (internal and external), system reviews, performance results, significant incidents, organisational changes and benchmark data.
- Include contractor H&S performance as part of the audit/review.
- Determine an action plan and track progress and improvement plans at Student Executive meetings.

**Signed:**

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**Incoming PG Rep Executive's signature**

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**Incoming President's signature**

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**Incoming PG Rep Executive's name**

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**Incoming President's name**

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