

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 Students' 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.

	Duties and responsibilities	Expected Outcomes
		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"> • Post Graduate Committee • Research Committee 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 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

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

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.

Signed:

Incoming PG Rep Executive's signature

Incoming President's signature

Incoming PG Rep Executive's name

Incoming President's name

Date

Date