



# DUTY STATEMENT

<b>Organisation:</b>	Edith Cowan University (ECU) Student Guild
<b>Work Area:</b>	Guild Senate
<b>Position Title:</b>	<b>South West Officer</b>

## 1. PURPOSE OF POSITION

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

## 2. ROLES AND RESPONSIBILITIES

- 5 hours Guild office based work minimum per week without restriction or impediment.
- Chair the South West Students' Council (SWSC) – hold regular meetings to organise SWSC activities and affairs, continually recruit students etc.
- Essentially act as the President of the South West Campus.
- Represent South West Campus students on relevant University and Guild Bodies.
- Obtain feedback from South West students on Guild services and amenities to provide continual improvement.
- Obtain feedback from South West students on University services and amenities to provide continual improvement.
- Oversee all academic, social and equity issues of the South West campus and regularly report to the Senate.
- Liaise with the South West Coordinator (who is a part of the Guild Student Assist Team) to ensure issues South West students are experiencing are addressed at both a one on one level (GSA), and a University wide level (SWO).
- Advocate on behalf of international students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the Council of International Students Australia (CISA) and represent ECU students and their interests to the national body.
- Monitor the South West Students' Council Budget.
- Additional portfolio(s) of work as directed by the Senate.

## 3. REPORTING RELATIONSHIPS

- Guild Senate

## 4. STAKEHOLDER INTERACTION

- Guild Secretariat
- Guild Senate
- Other University Student Guilds

- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

**5. POSITION – ORGANISATIONAL DIMENSIONS**

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: [www.ecuguild.org.au](http://www.ecuguild.org.au)

**6. ECU GUILD VALUES**

Uphold and champion the promotion and adherence to the core business values of:

- Respect – listen, acknowledge and value diversity
- Honesty – trustworthy and honourable
- Excellence – strive for distinction through exemplary service
- Integrity - act fairly and ethically

**7. ACKNOWLEDGEMENT**

- The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.

SIGNED BY – ECU STUDENT GUILD CEO	SIGNED BY – OFFICE BEARER
Signed:	Signed:
Date: Enter date here.	Date: Enter date here.