



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild

Work Area: Guild Senate

Position Title: **Post Graduate Officer**

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

- 30 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the Postgraduate Studies Department (PSD) - hold regular meetings to organise PSD activities and affairs, continually recruit students, coordinate postgraduate representation on each of the 8 Schools' Research Committees.
- Inform the General Secretary of the PSD meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Represent postgraduate students (both by coursework and research) on relevant University Bodies and Guild Bodies, including the SSAF Steering Committee, the Research by Higher Degrees Committee and Academic Board and any other bodies as directed by the Senate.
- Obtain feedback from postgraduate students on Guild services and amenities to provide continual improvement.
- Obtain feedback from postgraduate students on University services and amenities to provide continual improvement.
- Oversee all academic issues of the postgraduate student community and regularly report to the VP Academic and the Senate.
- Liaise with Guild Student Assist Team to ensure issues postgraduate students are experiencing are addressed at a one on one level (GSA), and a University wide level in consultation with GSAs.
- Advocate on behalf of postgraduate students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the Council of Australian Postgraduate Associations (CAPA) and represent ECU students, and their interests, to their national body.
- Monitor the Postgraduate Studies Department 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: ecuguild.org.au

6. ECU GUILD VALUES

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

- Student Centred
- Team work
- Diversity
- Integrity
- Fun

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 OPERATIONS
MANAGER**

SIGNED BY – OFFICE BEARER

Signed:

Signed:

Date:

Date: