



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild

Work Area: Guild Senate

Position Title: Environmental & Sustainability 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

- 8 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the Environmental Sustainability Department (ESD) - hold regular meetings to organise ESD activities and affairs, continually recruit students etc.
- Inform the General Secretary of the ESD 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 meeting attendance.
- Represent environmental sustainability concerns on relevant University Bodies and Guild Bodies as directed by the Senate.
- Obtain feedback from students on Guild services and amenities with respect to environmental sustainability concerns, to provide continual improvement.
- Obtain feedback from students on University services and amenities with respect to environmental sustainability concerns, to provide continual improvement.
- Oversee all environmental sustainability issues of the entire student community and regularly report to the Senate.
- Liaise with relevant Guild Office Bearers and Guild Employees to ensure environmental sustainability issues addressed in both the Guild and the wider University.
- Advocate on behalf of students with environmental sustainability concerns to resolve systemic issues they are experiencing/noticing, and further their interests.
- Liaise with the relevant bodies such as the Australian Student Environment Network (ASEN) and represent ECU students and their interests to their national body.
- Monitor the Environmental Sustainability Department Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Maintain the Student Garden at the JO campus by B10 with a collective of volunteers.

3. Reporting Relationships

Guild President

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 Students Guilds core business values of the Guild:

- 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.