



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild

Work Area: Guild Senate

Position Title: First Nations 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 First Nations Council (FNC) - hold regular meetings to organise First Nations activities and affairs, continually recruit students, support First Nations focussed clubs etc.
- Inform the General Secretary of the FNC 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 Aboriginal and Torres Strait Island students on relevant University Bodies and Guild Bodies.
- Obtain feedback from Aboriginal and Torres Strait Island students on Guild services and amenities to provide continual improvement.
- Obtain feedback from Aboriginal and Torres Strait Island students on University services and amenities to provide continual improvement.
- Oversee all academic issues of the Aboriginal and Torres Strait Island student community and regularly report to the VP Academic and the Senate.
- Liaise with Guild Student Assist Team to ensure issues Aboriginal and Torres Strait Island students are experiencing are addressed at a one on one level (GSA), and a University wide level in consultation with GSA's.
- Advocate on behalf of Aboriginal and Torres Strait Island students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the Kurongkurl Katitjin and represent Aboriginal and Torres Strait Island student, and their interests.
- Monitor the First Nations Council Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Aboriginal and Torres Strait Island events and activities.

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 Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- 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.