

THE ROLE OF THE VICE PRESIDENT ACADEMIC



Honoraria \$2,028.08 per month

Purpose

You are the Guild's lead on teaching, learning and academic quality. You turn student feedback into clear academic priorities, represent undergraduate (UG) and postgraduate (PG) students on University committees, and make sure Departments, school representatives and academic clubs are well-coordinated, compliant and delivering value. You work within the Constitution, Standing Orders and Policies, and you're accountable to the Senate and students.

What the key duties involve day to day

Lead the Academic portfolio and Departments

- Chair the Undergraduate and Postgraduate Departments: set agendas, convene regular meetings, and ensure accurate minutes and follow-up actions.
- Create and maintain the Annual Department Plans and Budgets; track delivery against priorities and report in writing to each scheduled Senate meeting.
- Report on Department activities to the Secretariat.
- Oversee the Undergraduate and Postgraduate Officers; align their work and ensure compliance with finance, risk, WHS and equity policies.

Coordinate representation across Schools (STLCs) and University committees

- Appoint, support and liaise with Undergraduate and Postgraduate School Representatives to each School Teaching & Learning Committee (STLC) and/or other relevant committees per Department Policies.
- Represent students on key bodies such as Academic Board, and curriculum Teaching & Learning committees; read papers in advance and present evidence-based student positions.

Support and fund academic clubs

- Support affiliation processes and funding for undergraduate and postgraduate academic clubs in line with the Affiliation Policy and budgets.
- Work with operational staff on grant acquittals, venue bookings and risk checks; ensure fair criteria and timely decisions.

Training, events and academic initiatives

- Plan and deliver co-curricular training and development opportunities with the UG/PG Officers and clubs.
- Run academic campaigns and events with operational support for logistics, marketing and WHS.

Student voice and feedback loops

- Gather feedback from undergraduate and postgraduate students via forums, surveys, class visits and school reps.
- Track themes (assessment load, supervision quality, placements, timetabling, resources) and feed them into committees, submissions and Department plans and internal Guild Advisory Service meetings.
- Close the loop by communicating outcomes and improvements.

Systemic advocacy and case trends

- Liaise with the Student Advisory team to identify systemic academic issues emerging.
- Turn trends into policy asks and practical fixes; monitor commitments and timelines.

Budgeting, reporting and compliance

- Develop and approve Department and associated club budgets in consultation with Officers; monitor spend and variances.
- Ensure procurement and payments comply with Guild finance policies and delegations; support timely acquittals.
- Provide written reports to Senate and Secretariat; present an annual portfolio report at the President's Summit.
- Ensure all Department and club activities follow Guild Policies (finance, WHS, risk, equity, affiliation, communications).
- Contribute to quarterly and annual reporting.

What a typical week can look like (varies by period)

- 1–2 University committee meetings and prep.
- 1 Department meeting or school rep roundtable; follow-ups and action tracking.
- Check-ins with UG/PG Officers; approvals on a club grant, event plan or comms within policy.
- Liaison with Guild Advisory Service on emerging academic trends.
- Budget/finance review with operational staff; compile a brief update for Secretariat/Senate.
- Student engagement; respond to club and rep queries.

Time commitment and expectations

- Peak periods: start of semester, assessment/exam windows, orientation, budget setting, major policy consultations.
- Expect a steady part-time workload, with some evenings for meetings/events. Plan ahead around assessments.

What success looks like

- Active school representation with well-briefed reps and consistent feedback to the Guild.
- Measurable academic improvements (policy changes, clearer assessment guidance, better timetables/resources, enhanced supervision support).
- Strong, well-attended academic events and training with good WHS and risk compliance.
- Transparent, on-time budgeting and reporting; club funding delivered fairly and promptly.
- Constructive relationships with Deans, Associate Deans (T&L), Academic Board members and service units.

Support and training you'll receive

- Operational team support across events, finance, marketing & communications, compliance and administration to handle day-to-day delivery.
- Governance, WHS, finance and risk training; templates for agendas, minutes, budgets, grant criteria, event run-sheets, and risk assessments.
- Published Department Policy and the Affiliation Policy to guide decisions and establish event planning procedures and practices.

Boundaries and good practice

- Work within the Constitution, Standing Orders and Department Policies; respect financial delegations and approval thresholds.
- Ensure appointments and processes for school reps and clubs follow the relevant policies; document decisions and keep records organised.
- Declare conflicts (e.g., involvement with a club you fund) and recuse as needed; maintain confidentiality for committee papers and student information.
- Provide written reports to each scheduled Senate meeting; implement Senate directions and keep action logs up to date.