

# Role and Responsibilities

## Postgraduate Officer

Campus Location	Cairns or Townsville
Hours per week	Up to 11hrs (excluding set periods as approved by Council)
Reports To	President
Number of positions supervised	Nil
Date Last Reviewed	7/5/2021

### Role

The role of the Postgraduate Officer is to represent the Student Association and provide a service to the student cohort, as well as be the representative to the Council of Australia Postgraduate Associations.

The Postgraduate Officer will actively participate in stipulated committees as documented in the JCUSA Regulations and be the lead Councillor in charge of matters regarding postgraduate students (e.g. research, funding, etc.) who contact the JCUSA for assistance.

The Postgraduate Officer is responsible for the delivery of exceptional customer service, accurate reporting, leading and managing JCUSA events and other tasks as directed by the President.

### Responsibilities

1. Attend, lead and participate in Council Events;
2. Mingle and interact with students;
3. Set up and pack down at events;
4. Identify events and participate in brainstorming ideas for events;
5. Convene regular meetings of the Postgraduate Committee;
6. Work with appropriate bodies within the University;
7. Attend meetings of committees, organisations and bodies which he/she is a member by virtue of the Constitution or regulations or by resolution of the Association Council;
8. Submit a Councillor Report on the activities/campaigns related to the Postgraduate Officer to the Council Secretary one week prior to the ordinary meeting;
9. Present a written report to the last ordinary meeting of the Association Council reviewing the activities in the portfolio for the year and if appropriate making recommendations to the Association Council for the following year;
10. Perform any other duties imposed by the Constitution or Regulations or directed by the association council;
11. To act in accordance with the association's general operations policy;

12. Will, in consultation with the president, set key performance indicators that will be presented at the second ordinary council meeting of the association council with a review by the president two (2) times annually;
13. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians;
14. Demonstrate a commitment to the James Cook University Student Association's values;
15. Demonstrate experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed;
16. Work out of a JCUSA Office and document this on a timesheet; and
17. Failure to meet the above responsibilities can result in a vote of loss of confidence as documented in the JCUSA Constitution 7.3 and 7.4.

### Expectations:

1. To be familiar with the content in the JCUSA Constitution and Regulations;
2. Work out of the office for at least 50% of the allocated hours for the role so students can meet with them and to promote a visual presence;
3. Respond to emails, phone messages and written communication within 2 business days;
4. Complete and submit true and accurate timesheets by the due date and time;
5. Complete required risk assessments at least 1 week prior to the event and post event evaluations within 5 business days of the event; and
6. Weekly communication with the President on their current tasks, activities and plans.

### Generic Accountabilities

There are generic responsibilities that apply to all James Cook University Student Association Councillors.

1. The **Postgraduate Officer** is required to observe the lawful and reasonable directions, policies and decisions of the Student Association Council, understand and comply with the Statutes and Rules of the Student Association, the policies and decisions of the Student Association subject to the Student Association Council as in force from time to time.
2. The **Postgraduate Officer** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with Student Association WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The **Postgraduate Officer** is required to exercise proper discretion in all matters affecting the well-being of the Association which involve public writing or speaking. This includes not making public statements of a political nature unless it is made clear that this does not represent the views of the Student Association and will only speak to the media upon prior approval from the President.