



Student Accommodation Representative Position Description

1. ABOUT UNIVERSITY OF NEWCASTLE STUDENTS' ASSOCIATION LTD

The University of Newcastle Students' Association Ltd (UNSA) is a student run, not-for-profit organisation that represents and supports University of Newcastle (UON) students across all on-shore campuses, as well as those studying online (the Cloud Campus).

Students are represented through the Student Representative Council (SRC) led by the President, and governance of the organisation is overseen by the UNSA Board.

The SRC is a sub-committee of the Board established pursuant to clause 44 of the UNSA constitution.

The Student Accommodation Representative occupies the role of student representative on the SRC. The Student Representative holds this position pursuant to clause 44.3 of the UNSA constitution and clause 3 of the SRC Terms of Reference.

The SRC and Board achieve their goals through the support of dedicated staff who deliver key services and the day-to-day operation of the organisation. These services include: support for clubs and societies, welfare and hardship support as well as a range of events and activities across the academic calendar.

UNSA acknowledges that the needs of students are diverse and ever-changing and aims to ensure that anyone studying at UON can learn and develop in an environment that is welcoming, supportive and inclusive, and that UNSA gives them a genuine representative voice.

2. STUDENT REPRESENTATIVE ROLE IS A VOLUNTEER ROLE

The Student Representative role is a volunteer role. This means that you are not an employee of, or contractor to, UNSA and you perform all duties on a voluntary basis and will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses.

This position description should be read in conjunction with the Volunteer Agreement that the Student Representative is required to sign.

3. POSITION SUMMARY

The Student Accommodation Representative seeks out and represents the views, interests, and needs of UON students in residential accommodation on UON campuses, while promoting the role and responsibilities of UNSA.

The role drives the identification of issues that affect the out-of-class experiences of residential students and ensures the SRC is informed of relevant matters.

The Representative works closely with the President and other members of the SRC as well as UNSA staff to achieve their responsibilities.

4. KEY RESPONSIBILITIES

In addition to the responsibilities common to SRC members, the Student Accommodation Representative is accountable for a range of additional duties:

UNSA

- Liaising with the Executive Committees (and similar assemblies) of all Residential Associations on Callaghan, Ourimbah and at other UON locations on a regular basis;
- Chair of the Student Accommodation Committee: setting agendas, presiding over meetings, and ensuring actions are undertaken in a timely manner;
- Attending any UNSA Subcommittee of which they are a member and providing thoughtful and meaningful contributions i.e., UNSA Newcastle Campuses Committee;
- Reporting to the SRC on the activity and recommendations of their committee including providing a comprehensive SRC Report for all ordinary SRC Meetings;
- Attending Student Living resident consultative group meetings (occurring three times per year);
- Ensuring that any matter brought to the SRC for advocacy or representation by UNSA has first followed the established complaints/grievance process set down by Student Living;
- Identifying events and support activities organised by and/or for residents that UNSA might contribute to or participate in;
- Supporting research to identify issues affecting the experiences of their cohort, and staying informed of feedback to identify trends and understand the issues important to those students;
- Promoting the role of UNSA to the residential student population through your relationship with the Residential Associations, and encouraging residential student participation in activities and events driven by UNSA;
- Encouraging student participation in relevant UON and national education sector surveys and campaigns;
- Liaising with and collaborating with relevant persons or bodies on issues that affect the UON experience of students;
- Representing UNSA on UON committees or other decision-making bodies as required;
- Participating in professional development opportunities for the benefit of the role; and
- Any other duties and responsibilities as agreed with the SRC.

Further, and specifically, the Student Accommodation Representative must adhere to the following requirements:

- ***Attend all scheduled meetings and apologise with 24 hours' written notice if unable to attend;***
- ***Inform UNSA of any conflicts of interest or issues that will affect participation in UNSA events and activities;***
- ***Respond to all UNSA related emails within 3 business days;***
- ***Respond to all UNSA related emails marked 'high importance' within 1 business day;***
- ***Complete SRC Task Log weekly; and***
- ***Copy the UNSA office into all relevant communications relating to UNSA business.***

Throughout the performance of these duties, it is a requirement that at all times the Student Accommodation Representative must act in good faith, adhere to the UNSA Constitution, UNSA Policy Manual and comply with all UON policies and codes of conduct. This is an important role for both UNSA and UON and it is expected that it be treated as such.

5. PREFERRED ATTRIBUTES

- Community-mindedness and passion and enthusiasm for improving the educational and extra-curricular experiences and wellbeing of students studying at UON;
- Punctuality and professionalism;
- High level organisational and time management skills;

- Personal responsibility and ownership;
- An ability to listen to, to lead and to collaborate with diverse groups;
- An understanding of the UNSA's mission and goals; and
- The drive to improve your leadership and employability skills.

6. TERM OF OFFICE

The term of office for all SRC representatives is from the 1st January to 31st December.

Where possible the incumbent representative should negotiate a period of hand-over to the incoming Student Representative, as well as to contribute to annual planning for the following year based on their experience as the outgoing elected Student Representative.

The term of office for a Student Representative appointed to fill a casual vacancy will expire 31st December.

7. ELIGIBILITY

In order to nominate and hold office, the nominee must be a Voting Member of UNSA (current student), be an onshore UON student enrolled in a program of study undertaken at the relevant location. The nominee must also live in on-campus Student Accommodation for the duration of the term. Please refer to the UNSA constitution for the definition of a Voting Member and details on eligibility to nominate.

The nominee must also not have a finding of Academic or Non-Academic Misconduct upheld against them.

8. TIME COMMITMENT

The Student Accommodation Representative can expect to dedicate approximately **2-3 hours per week** to the role. This is subject to change depending on the student lifecycle and the needs of their community.

In addition, you will be expected to devote appropriate preparation time ahead of each SRC meeting and to attend such ad hoc meetings as may be necessary or convenient.

9. LEADERSHIP EXPERIENCE AND DEVELOPMENT ACTIVITIES

As well as the key responsibilities, there are a range of additional experiences the Student Representative can gain during their term to enrich their UON experience and significantly contribute to their employability.

These leadership development activities may include, but are not limited to:

- Communication skills - giving presentations and public speaking;
- Formal Written skills - drafting policy, position papers and grant applications;
- Research skills - conducting surveys and focus groups;
- Networking and building professional relationships.

As elected student leaders all SRC representatives are offered development opportunities by UNSA's staff and the UON, as well as being given direct support to lead SRC-approved initiatives.

10. ACQUIRED SKILLS

There are a number of professional, transferrable skills a Student Representative can expect to hone as they develop in the Student Representative role across their term of office:

- High level written and verbal communication skills;
- Strong and culturally diverse interpersonal skills;
- Negotiation and influencing, conflict resolution, debating ideas and producing a consensus;
- Problem solving and innovation, critical and analytical thinking;
- Policy interpretation and application;
- The ability to seek out and respond to feedback; and
- Resilience.

This list is by no means exhaustive. It aims to demonstrate how this role can increase your employability and develop core transferrable skills. The role of Student Representative is an opportunity for a year long journey of professional development and personal growth, providing a range of experiences that can be applied in any industry.