

Position Description

Graduate Policy & Advocacy Officer

Created: November 2020

Reports to: Senior Policy Coordinator

Level of supervision: Routine supervision provided and will be provided extensive professional development opportunities

Position type: 0.6 FTE, Fixed Term 11 months, Part time employee

Level: 2.1

Position purpose

The Graduate Policy & Advocacy Officer will provide administration and coordination support for graduate students in representation roles at GSA. In collaboration with the GSA Policy and Advocacy Team, the role will support consultation, engagement and participation of graduate students in policy and advocacy work.

Main tasks

Graduate Representation administration and coordination

- Maintain Graduate Representative databases and contact lists.
- Support the team in the recruitment and induction of Graduate Representatives.
- Support the team with the development, maintenance and delivery of resource materials for Graduate Representatives.
- Assist with administrative support for training Graduate Representatives.
- Assist with administrative support, planning, and delivery of events for Graduate Representatives.
- Liaise with Graduate Representatives before and after committee meetings.
- Engage with Graduate Representatives to build their advocacy and representation capacity.
- Other tasks directed by the Senior Policy Coordinator.

Communication

- Liaise and share information with the Communications Team to support communication with and about Graduate Representatives.
- Liaise with Graduate Representatives to promote GSA and its activities.

Other duties

- Contribute to team discussions and projects.
- Undertake filing, data entry, and maintenance of digital files and records.

Key Selection Criteria

- Bachelor/ Diploma level in Social Policy, Sociology/Anthropology/Politics (students studying are encouraged to apply).
- Current enrolled graduate student at the University of Melbourne.
- Knowledge and understanding of community engagement work.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Strong and skills of Microsoft Office Skills.
- Organisational and time management skills.

Judgement and problem solving

Solve routine problems under supervision and perform tasks which require proficiency in the work area's rules with broader organisational knowledge.

Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only.

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Employee

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Date

SIGNED ON BEHALF OF THE ASSOCIATION

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Manager

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Date