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**Students' Representative Council,
University of Sydney**

Level 1, Wentworth Building (G01)
University of Sydney NSW 2006
PO Box 794 Broadway NSW 2007
t: (02) 9660 5222 f: (02) 9660 4260
int: 12871 www.src.usyd.edu.au
ABN: 597 391 306 68

Secretary to Council/ Events Assistant (Fixed term)

Selection Criteria

Thank you for your interest in the position of Secretary to Council/ Events Assistant at Students' Representative Council (SRC) University of Sydney. This is a 9-week fixed term position.

We are the representative body of all undergraduate students of the University of Sydney. We are an autonomous body. As a non-profit organization run by and for students, the SRC consists of elected Student Representatives, who in turn elect departmental officers. We employ a number of staff, whose terms and conditions are laid down in our Enterprise Agreement.

Services provided by us include welfare and legal advice, interest-free loans to students, a secondhand bookshop, distribution of general information on various sectors of the University, publication of various handbooks and the student newspaper Honi Soit . We also play a very active role in advocating students' rights at both university and governmental levels.

The SRC operates a number of offices; currently these consist of a central office (at Main Campus), branch offices and a secondhand bookshop.

The position reports and works closely with the Admin & Systems Manager, and works in the same office space as the Admin Assistant (Reception) and the Payroll Officer.

The Secretary to Council is expected to attend certain evening meetings – Council meetings of up to six hours duration are held approximately monthly during semester: executive meetings of about two hours duration are generally held each week throughout the year.

Apart from the requirement to attend meetings and cover lunch breaks, hours of work can be negotiated and may be spread over each pay period. Attendance at council meetings will be paid at overtime rates.

Each staff member is responsible to the SRC president and Executive (both elected annually). Council procedures shall be followed in carrying out duties of the position.

Duties and Responsibilities

1. To prepare Agendas for Council and Executive meetings, and other meetings at the request of the conveners of committees, working parties, etc.
2. To prepare and post notices of Council and executive meetings and other meetings on request and to publicise meetings in accordance with the requirements of the SRC regulations



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3. To copy and distribute Council documents for the SRC meetings
4. To take, transcribe and distribute minutes of Council and Executive meetings
5. To archive minutes of Council and Executive meetings and any reports tabled at those meetings
6. To attend and report on meetings of SRC committees and working parties if required
7. To maintain an address file of the council members and 'friends of the SRC' / alumni
8. To update the SRC constitution and Regulations according to amendments adopted at SRC meetings and General student meetings
9. To maintain a policy manual for the SRC
10. To assist the Electoral Officer to prepare for the meeting of Representatives-elect held each October, and take minutes of that meeting
11. To co-ordinate the distribution of information to new Council members
12. To assist with the collation of material for, and maintenance of, the SRC website
13. To prepare material for SRC News, the SRC email newsletter
14. To assist the President, General Secretary and other office bearers with the organisation of events promoting the SRC, including the engagement of Alumni
15. To assist the Casework and Policy Officer (Satellites) with the organising of SRC promotional events at Satellite campuses, including liaising with Executive and Office-Bearers
16. To replace the full time Administrative Assistant during lunch breaks and short periods of absence (e.g. study leave) by negotiation
17. To assist with the counter services and telephone enquiries, provided that, where time is limited, other duties as listed above shall take precedence

Please address each of the following selection criteria using examples from your experience and qualifications. Selection of candidates will be partly based on an assessment of how effectively the following selection criteria are addressed.

Essential criteria

- Experience in organizing formal meetings and minute taking, as well as knowledge of formal meeting procedures
- Experience in and ability to comprehend, carry out, organise and maintain constitutions, regulations and policies
- Ability to work autonomously and within a team
- Ability to interact effectively with a diverse range of people
- Excellent interpersonal communication skills, including a good telephone manner



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- Ability to adapt and respond quickly, effectively, and responsibly in an active working environment, prioritising tasks and meeting deadlines
- Comprehensive knowledge and skills in computer applications such as MS Word and Excel

Desirable Criteria

- Understanding and commitment to the issues around challenges facing the tertiary education sector
- Experience in the tertiary education and/or community sector
- Commitment to social justice
- Experience organising and hosting events, including well devised run sheets.
- Knowledge of and commitment to the principles of EEO and WH&S

We are obliged by law to confirm an employee's eligibility to work in Australia. Appointment to the position will be contingent upon your producing any of the following documents:

Current Australian or New Zealand passport OR Australian birth certificate + photographic identification

OR

Current passport + permanent resident visa OR Current passport + appropriate temporary resident visa

Applications should be addressed to the President and may be forwarded in the following manner:

Post PO Box 794, Broadway, NSW 2007

By Hand Level 1 Wentworth Building, University of Sydney NSW, off City Road

Email president@src.usyd.edu.au

Fax (02) 9660 4260

Applications close 9am Monday 15th October 2018.

Please ensure you are available for an interview on Wednesday 17th October 2018. This position is available for immediate start.