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DUTY STATEMENT – CASUAL ROLE

Student Representative

Position Level

Level 1

Faculty/Division

Division of Societal Impact, Equity and Engagement

Original document creation

September 2024

Position Summary

A Student Representative attends, participates and represents the student voice at UNSW and Division-related meetings, on behalf of their respective student cohort, to provide meaningful feedback and suggestions for improvement.

This role will:

- Attend and participate in UNSW and Divisional board or committee meetings to represent student cohorts and share meaningful feedback and suggestions for improvement.
- Seek feedback from, undergraduate, postgraduate and higher degree research students (as relevant) and represent the student cohort by sharing this feedback at Divisional and UNSW based meetings in a collaborative, constructive and realistic way.
- Share outcomes from meetings with student groups, where appropriate, and maintain confidentiality where required.
- Where required attend meetings and sub-working groups.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Student Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

A person engaged is generally expected to have the following skills and experience:

- Current UNSW student
- Good interpersonal, written and verbal communication skills.
- An understanding of and commitment to UNSW's aims, objectives, and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Special Requirements:

- Nil

Additional Pre-employment checks required for this position

- Nil

About this document

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position, contact the HR Business Partnering team.