



**src** activism  
advocacy  
representation

## **SRC Duty Statement (35 hours per week)**

The Students' Representative Council of the University of Sydney (SRC) is the representative body of all undergraduate students of the University. The SRC is an organisation run by and for students. The Council consists of elected student representatives, who in turn elect an executive council and departmental officers. The SRC employs casework and policy staff, as well as staff in other departments, whose terms and conditions of employment are specified in the Enterprise Agreement.

Services provided by the SRC include casework advice and advocacy; interest-free financial and equipment loans to students; promotion and distribution of information relevant to students; publication of a weekly (semester-time) newspaper and other student-targeted materials, and representation of students' rights at campus and community levels. The SRC has a memorandum of understanding with the SRC Legal Service to provide students with legal advice.

## **Position Details**

Position title:	Casework and Policy Officer
Department:	Casework and Policy Department
Position Classification:	Level 6 Classification, Full Time (35 Hours per week) <i>Fixed term position from January to December 2025 (exact dates to be confirmed).</i> \$59.54 per hour (\$108,367 per year) + 17% super
Primary Function:	Casework and Policy
Reports to:	Casework and Policy Manager

## **Duties and Responsibilities**

### Casework

- Provide advice, advocacy and support to individual students, on issues including academic and administrative processes, Centrelink, tenancy and accommodation, harassment and discrimination, and other relevant matters.

- Provide casework according to the policy and procedures of the Casework Department.
- Create and maintain case files for record keeping and data collection.
- Develop and maintain professional relationships with Government, University and community stakeholders, as relevant to Casework.

### Policy

- Identify and investigate trends and policy implications arising from casework.
- Raise awareness of policy, procedures and relevant legislation that may affect students.
- Prepare submissions to stakeholders on issues related to, or impacting students.
- Support student representatives to advocate for policy, procedures and relevant legislation to benefit students, through committee briefings, and attendance at meetings, forums and networks.

### Outreach & Service Promotion

- Develop materials and resources to raise awareness of SRC service provision and other support services.
- Contribute to SRC publications in printed and electronic formats, such as Honi Soit, annual publications, social media, etc.
- Organise and facilitate the delivery of information to promote SRC services.
- Establish and participate in networks to assist policy and case work.
- Participate in opportunities which enable promotion of SRC services at events hosted by the University, other networks and organisations.

### Liaison and Support Within The Organisation

- Provide training resources and support to student representatives and activists.
- Participate in regular meetings of the Casework and Policy Department and Staff Committee.
- Engage in appropriate training and professional development.

### Other Duties

- Perform other duties as specified by the Department Manager, President, Executive and Council.

### **Salary and Conditions**

- (a) Level 6 Classification In accordance with the Enterprise Agreement currently in force.
- (b) Full-time (1.0) — 35 hours per week for a fixed term, starting January 2025 and finishing December 2025, with the exact dates to be determined in December 2024. There is a possibility of an extension of this contract or conversion to a permanent position.

## **Selection Criteria**

### Essential Criteria

1. Relevant tertiary qualification (social work, welfare or legal qualification) and minimum two years relevant advocacy / case work experience.
2. Demonstrated experience working with people from diverse backgrounds, including culturally and linguistically diverse, LGBTQIA+, neuro diverse and people with a disability.
3. Demonstrated ability to network, establish rapport, build and maintain collaborative relationships and work with a range of stakeholders and institutional representatives
4. Excellent oral communication and interpersonal skills demonstrated across various professional relationships
5. Excellent written skills, demonstrated ability to maintain case notes and prepare diverse reports, from concise briefings to submissions
6. Demonstrated ability to problem solve and apply policy, procedures and/or legislation to complex situations.
7. Demonstrated ability to work both independently and collaboratively as part of a diverse, tight-knit team.
8. Excellent organisational and time management skills, and ability to prioritise competing tasks and deadlines
9. Competency with computer applications, including Microsoft Office suite, Outlook/email systems, database systems; and the ability and willingness to learn new skills, including new information technologies.

### Desirable Criteria

1. Demonstrated understanding of issues affecting students, and a commitment to the principles of student unionism and social justice.
2. Knowledge of and commitment to the principles of EEO and WHS.

## **HOW TO APPLY**

Applications must contain:

1. a cover letter;
2. responses to each selection criteria contained in the Job Description;
3. a resume; and
4. contact details for two referees.

Applications should be emailed to [m.desilva@src.usyd.edu.au](mailto:m.desilva@src.usyd.edu.au) with the subject “Application C&P Officer”.

If you have any enquiries relating to the position, please contact: Sharon Maher, Acting Casework and Policy Manager [s.maher@src.usyd.edu.au](mailto:s.maher@src.usyd.edu.au) or phone 02 9660 5222.

**Please note:** Job applicants must be an Australian or New Zealand citizen, Australian permanent resident or currently hold a visa with unrestricted work rights in Australia for the entire duration of the appointment.

Closing Date: 7:59am, Monday 16<sup>th</sup> December 2024

First Round Interviews: Tuesday 17<sup>th</sup> December 2024

Second Round Interviews: Thursday 19<sup>th</sup> December 2024