

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Advisory Board Secretary (part-time, variable hours)
Reports to:	CEO
Direct reports:	N/A
Indirect reports:	N/A
Volunteers and Interns:	N/A
Location:	OUSA, 640 Cumberland Street, Dunedin

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students through our 5 service provision departments: Student Support, Events, Clubs and Socs, Radio One and Critic.

These departments are supported by our 3 internal service departments, marketing and communications, corporate support and Planet Media Sales.

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represent student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

In addition to service provision OUSA is involved in a number of commercial ventures including: Planet Media Sales (includes National Sales), Starters Bar, Dunedin Craft Beer and Food Festival, the Auckland Craft Beer and Food Festival (JV), University Bookshop Otago Ltd, 50% share in University Union Ltd. OUSA owns a number of properties in Dunedin including the OUSA Aquatic Centre (Magnet st), Clubs and Socs (Albany St), the OUSA Student Support Centre (Ethel Benjamin Place) and the UBS Building (Great King St)

Position purpose:

- To service the administrative needs of the OUSA Advisory Board
- Support the Chair of the Board

Areas of Responsibility

Area	Expected Outputs
People management	<ul style="list-style-type: none"> • N/A
Financial Management	<ul style="list-style-type: none"> • NA
General tasks	<ul style="list-style-type: none"> • Take minutes at Advisory Board meetings (bi-monthly) • In consultation with the Board Chair, prepare and send out meeting agendas • Finalise minutes for approval

	<ul style="list-style-type: none"> • Send out documents to members of the Board and meeting attendees • Other administrative tasks as required
Health and Safety	<ul style="list-style-type: none"> • Take personal responsibility for engaging in OUSA's no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in • Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register • Be familiar with the location of first aid kits and qualified first aiders in the Association • Be familiar with and adhere to any health and safety plans • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community

Personal Attributes

Working Collaboratively	<ul style="list-style-type: none"> • Ability to build and maintain professional and productive relationships • Ability to relate to a diverse range of people • Excellent written and oral communication skills • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA
Organisation	<ul style="list-style-type: none"> • Manages self, resources and workload to meet timelines • Is organised and keeps all files and documents in order • Ability to work independently and as part of the team • Ability to recognise when issues need to be escalated to the Departmental Manager
Change	<ul style="list-style-type: none"> • Is flexible and resilient to meet the ever changing needs of the OUSA
Problem Solving	<ul style="list-style-type: none"> • Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate

Qualifications and Experience

- At least 2 years experience in administrative role(s)
- High standards of professionalism, ethics and integrity
- Ability to communicate effectively with all levels of staff and Board members
- Ability and experience in a self-directed role
- Flexibility in working environment
- Experience working remotely desirable