

<b>Position Title</b>	Student Representative Council (SRC) Advocacy Officer
<b>Group/Portfolio</b>	Corporate Services / Campus Life
<b>Classification</b>	HEW 5
<b>Position Number</b>	00063025
<b>Reports To</b>	Student Advocacy Coordinator
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

The Advocacy Officer, on behalf of the Student Representative Council (SRC), is responsible for the provision of advocacy and support services offered to students by the Student Representative Council.

In addition to providing direct support to students, this position also contributes to the provision of events and activities aimed to improve the overall wellbeing of students at Griffith.

## 2.0 Eligibility Requirements

- Completion of a relevant degree (social work, human services related) and/or relevant experience in a related field.

## 3.0 Key Responsibilities

- Provide assistance to students by clarifying issues and concerns, identifying relevant policies and procedures and generating options for resolution. Provide support to students during grievances and appeals by reviewing documents for submission, preparing students for meetings and accompanying and advocating for students at meetings.
- In collaboration with the Advocacy and Engagement Coordinator conceptualise, manage and deliver a suite of events, programs and projects focused on student wellbeing. Including making venue arrangements, catering, travel and itineraries for visitors and monitoring of the budget associated with such activities by working within the constraints of the Student Services and Amenities Fee regulations and University guidelines including risk assessments.
- Process and maintain accurate records of all finance purchases, payment requests and travel requests for advocacy and wellbeing events, programs and projects.
- Maintain comprehensive, professional records and assist the Advocacy and Engagement Coordinator with data collection, preparation of proposals and reports in relation to advocacy and events.

- Other duties as directed by the Advocacy and Engagement Coordinator within the general scope of responsibilities of this position.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and always communicate to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).