POSITION OVERVIEW	
This Position Description outlines the role, responsibilities, and expectations of Equity Officers on the University of Newcastle Students' Association (UNSA) Student Representative Council (SRC).	
Position Title	Student Accommodation Representative
Position Type	Elected Student Leadership Role
Key Relationships	• Advocacy & Governance Supervisor • UNSA President • Vice President, Welfare & Wellbeing • Vice President, Experience & Engagement • Newcastle Campuses Convenor • UoN Student Living
Position Summary	The Student Accommodation Representative advocates for the views, interests, and needs of students living in residential accommodation across UON campuses. As a member of the UNSA Student Representative Council (SRC), this role ensures that the unique experiences and challenges faced by residential students are actively considered in SRC discussions and decision-making. The Representative plays a key role in identifying issues that affect the out-of-classroom experience of students in residence and works to ensure these matters are communicated to the SRC. They also promote the role and responsibilities of UNSA within residential communities and contribute to initiatives that enhance student life in accommodation settings.
PROVISIONS	
Volunteer Status	This is a volunteer role. Student Representatives are not employed by or contracted to UNSA and do not receive payment for work, except for reasonable reimbursement of approved expenses.
Term Length and Involvement	• Engagement: 1 October 2025 – 11 December 2026 • Tenure: 1 January 2026 - 31 December 2026
Time Commitment	Approximately 2 hours per week over 42 weeks of engagement.

	This may vary depending on the academic calendar, student lifecycle and community needs.
Last Review	AUGUST 2025 *This document is maintained in the UNSA Policy Register. Amendments are recorded centrally; only the last reviewed date is noted here.*
SELECTION CRITERIA	
Attributes	• Community-minded with a strong interest in enhancing residential student life • Approachable, empathetic, and committed to inclusive representation • Professional, reliable, and punctual in fulfilling representative duties • Takes ownership of tasks and follows through independently • Demonstrates integrity and respects diverse values and lived experiences • Open to learning and committed to personal growth through the role
Skills	• Strong organisational and time management skills, especially in coordinating residential engagement • Effective communication and active listening skills, suited to diverse student cohorts • Ability to collaborate with students, volunteers, staff, and residential support teams • Capable of identifying and responding to emerging issues in residential communities • Comfortable managing documentation, feedback, and reporting processes • Motivated to develop leadership and employability skills through practical experience
Knowledge & Alignment	• Understanding of UNSA's mission, values, and role in supporting student life • Awareness of the student lifecycle and equity issues affecting residential students • Familiarity with UNSA's governance structure and SRC operations • Commitment to UNSA's Code of Conduct and volunteer expectations • Basic understanding of residential accommodation structures and support services at UON
ELIGIBILITY CRITERIA	
To be eligible for nomination and to hold office, candidates must meet the criteria outlined in Section 9 of the SRC Terms of Reference, including ongoing disclosure and compliance with governance standards.	

In addition, candidates for the Student Accommodation Representative role must reside in on-campus accommodation for the duration of their tenure and must not be subject to an active disciplinary review under the University's Student Living Standards or Student Conduct Rule.

DESIRABLE QUALIFICATIONS, CERTIFICATES & LICENSES

- iLEAD / iLEAD Honours Program
- Mental Health First Aid
- Active Bystander Training
- Cultural Awareness and Sensitivity Training
- Respectful Relationships or Consent Education Training
- NSW Working with Children Check. Apply for or renew your Working with Children Check through Service NSW.
- NSW Drivers Licence and reliable vehicle as this role may require travel between campuses.
- Food Handler Basics training

KEY RESPONSIBILITIES & OUTCOMES

In addition to the responsibilities outlined below, the student representative is expected to fulfil any other duties as agreed and formally documented in meeting minutes, role agreements, or governance records.

Vision & Strategy	• Develop a clear and inclusive vision for the residential student community, informed by ongoing engagement and aligned with the evolving needs of students living on campus • Create actionable strategies to enhance the residential experience, ensuring alignment with UNSA's Strategic Plan and SRC goals • Submit a Residential Community Vision & Strategy Statement by Week 4 of Semester 1, outlining key priorities, goals, and proposed initiatives for the year.
Meetings	• Maintain ≥80% attendance rate per semester • Participate in ≥90% of votes unless formally excused or ineligible • Review meeting papers and contribute meaningfully to ≥2 agenda items per meeting • Complete assigned actions within agreed timeframes • Report to the SRC on Residential Consultative Group activity and recommendations • Provide a comprehensive written report for all ordinary SRC meetings • Attend the UNSA Annual General Meeting. • Assist in promoting the AGM to Guild members to encourage participation and quorum.
Reporting & Documentation	• Submit monthly reports aligned with SRC reporting deadlines • Provide post-event reports including attendance data, feedback, and reflections on impact

	• Submit a bi-monthly report aligned with the meeting schedule of the Residential Consultative Group. This report should reflect key updates, insights, and actions relevant to the student living experience. • Maintain records of residential engagement activities and campaigns.
Stakeholder Engagement	• Liaise and collaborate with Student Living on matters affecting residential students. • Identify events and support activities organised by or for residents that UNSA may contribute to or participate in • Maintain relationships with key stakeholders involved in residential life and wellbeing • Represent UNSA on UON committees or decision-making bodies as required
Communication & Collaboration	• Promote UNSA's role and initiatives to residential students • Maintain clear, consistent, and professional communication with UNSA leadership and SRC members • Respond to internal communications within 3 business days, formal communications within 5 business days, and urgent messages within 1 business day • Participate in scheduled check-ins with the Advocacy & Governance Team • Uphold confidentiality and ensure secure handling of student and stakeholder information • Records are accurately and securely entered into the appropriate systems.
Representation	• Represent the interests and needs of residential students in advisory groups, forums, and representative spaces, including the Residential Consultative Group • Engage actively with students in residence, promote UNSA services, and gather feedback • Log ≥4 hours per semester across UNSA student-facing events and services, with documentation aligned to UNSA's reporting processes • Serve on ≤2 UNSA advisory groups and ≥1 university committee or working group relevant to residential life
Advocacy	• Foster a safe, inclusive, and responsive residential environment for all student residents, ensuring their voices are heard and respected within the Student Living community. • Provide guidance, referrals, and advocacy to residents on matters related to accommodation, wellbeing, and community engagement. • Maintain a minimum of three entries per semester in the Advocacy Register, documenting instances where support, intervention, or advocacy was provided to residents. • Respond to concerns raised by residents within five business days, or sooner if the matter is urgent, ensuring timely and effective communication.

Event Development	• Deliver ≥2 residential cohort-specific initiatives per semester, including: o Large-scale events (e.g. festivals, panel discussions) o Moderate-scale activities (e.g. workshops, peer support circles) o Passive activations (e.g. BBQ stalls, pop-up booths) • Collaborate on ≥1 cross-campus and/or guild initiative per semester • Co-design or support initiatives with ≥1 student group or club per semester • Consult on ≥1 UNSA event relevant to residential student priorities
Research & Feedback	• Support research to identify issues affecting residential students and stay informed of feedback trends • Establish and maintain ≥1 communication channel (e.g. newsletter, bulletin board, social media thread) to engage residents and promote initiatives • Initiate or support ≥1 feedback activity per semester (e.g. surveys, focus groups) to inform advocacy • Encourage participation in UNSA-led surveys and campaigns, providing evidence of engagement
Professional Development	• Complete all induction and pre-learning requirements • Attend mandatory onboarding and WHS training until deemed competent • Engage in ≥1 training opportunity per semester related to cultural competency, inclusivity, or residential leadership • Mentor incoming Student Accommodation Representatives through: o ≥1 formal handover session o ≥2 stakeholder engagement opportunities
RESIGNATION & REMOVAL	
Refer to the UNSA SRC Grievance and Discipline Policy and SRC Terms of Reference for detailed removal, appeals, and reinstatement processes.	
Resignation	An Equity Officer may resign by providing written notice to the Advocacy and Governance Team at UNSA-GOV@newcastle.edu.au, and to the President via UNSA-PRES@newcastle.edu.au
Notice Period	Minimum of two (2) weeks' notice is preferred to support handover and recruitment.
Removal	Tenure may be altered in accordance with the SRC Terms of Reference, UNSA Code of Conduct, and UNSA Grievance and Discipline Policy.
INHERENT REQUIREMENTS	
This role requires the ability to: • Perform the essential duties and meet productivity and quality standards. • Work effectively within a team or similar structure.	

- Carry out responsibilities without undue risk to health, safety, or wellbeing.

If you have a condition that may impact your ability to meet these requirements, UNSA encourages open discussion to explore reasonable adjustments. We are committed to creating inclusive, supportive workspaces.

ETHICAL RECRUITMENT

UNSA is committed to ethical recruitment and workplace diversity, guided by our values: Respectful Collaboration, Kindness & Compassion, Safety & Security, Inclusivity & Diversity, and Empowerment.

We welcome applications from all qualified individuals, especially Aboriginal and Torres Strait Islander peoples, LGBTQIA+ community members, people from culturally and linguistically diverse backgrounds, those with disability, women, and people over 50. We encourage you to bring your whole self to UNSA.