



Sydney University Postgraduate Representative Association

Duty Statement

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| Position | Carers Officer |
| Principles | <ol style="list-style-type: none">1. The Carers Officer is responsible for representing postgraduate students who are carers and advocating on their behalf, especially with regards to students from diverse and marginalised backgrounds.2. The Carers Officer will work actively to expand, advocate for, defend and preserve the rights and interests of the University's postgraduate students with carer's responsibilities.3. The Carers Officer will endeavour to ensure that their conduct is transparent and consultative. |
| Key Roles | <ol style="list-style-type: none">1. The Carers Officer is a one-year pilot position created for the 2023/2024 Council term to investigate the needs of postgraduate students with carer's responsibilities, establish a carers' network, and report on how SUPRA can better support this student cohort.2. The Carers Officer will be elected by Council. Only councillors/councillors-elect who have carer's responsibilities themselves will be eligible for election. |

1. Overview

The following outlines the duties to be discharged by the Carers Officer and their role in the governance of the Association. The Carers Officer has the right to delegate any tasks to other Councillors. However, if the tasks include paid hours, a written agreement must be submitted to the Finance Manager. No duties shall be interpreted so as to contravene the Constitution or SUPRA Policy Manual.

2. Key responsibilities

- 2.1 The Carers Officer is responsible for investigating the needs and priorities of postgraduate students with carer's responsibilities on campus. Carers include people with caring responsibilities for: children; older members of the community; people living with disability/disabled people or chronic illness; or other people who need ongoing assistance.
- 2.2 The Carers Officer will endeavour to establish a network for postgraduate student carers.
- 2.3 The Carers Officer is responsible for representing and advocating for students with carer's responsibilities on Council.
- 2.4 The Carers Officer will ensure that the Council is aware of issues affecting carers on campus.
- 2.5 The Carers Officer must remain engaged with debates around issues affecting carers on a national and international level. However, they must prioritise those issues most relevant to the postgraduate student community of the University.
- 2.6 The Carers Officer will provide a report on the outcome of the pilot project with recommendations to Council for future representation of postgraduate carers.

3. Specific position duties

3.1 Carers Officer

- 3.1.1 The Carers Officer will work in collaboration with student carers, the University, and SUPRA Officers and equity networks to establish the needs and priorities of postgraduate students at the University with carer's responsibilities.
- 3.1.2 The Carers Officer shall advise and consult Council to ensure that the work and policy of Council assists students who are carers.
- 3.1.3 The Carers Officer is responsible for keeping Council and the Equity Groups informed about matters pertaining to university, government, and higher education policy in relation to people with carer's responsibilities.
- 3.1.4 The Carers Officer is responsible for maintaining communications with support units at the University of relevance to carers and for representing the needs of carers in working groups within the University.
- 3.1.5 The Carers Officer is responsible for maintaining

communication with SRC Officers and groups to enable collaboration on campaigns of relevance to all students with carer's responsibilities at the University.

- 3.1.6 The Carers Officer is responsible for maintaining communication with national student organisations on carer's issues and with other groups that have common goals specific to postgraduate students with carer's responsibilities.

3.2 Development of a Carers Network

- 3.2.1 The Carers Officer shall endeavour to develop a carers network for postgraduate students at the University with carer's responsibilities.
- 3.2.2 The Carers Officer will work with the Director of Student Publications to establish and manage a SUPRA social platform to enable postgraduate students at the University with carer's responsibilities to meet and connect with each other.
- 3.2.3 Where appropriate, the Carers Officer shall attend and support relevant activist groups on campus.
- 3.2.4 The Carers Officer shall encourage Constituents, Members, and Councillors to get involved with postgraduate student activism.

3.3 Manager of the SUPRA Carers Officer Pilot Project Budget

- 3.3.1 The Carer Officer has responsibility for planning expenditure and managing any budget allocated for social, activist, and support projects as part of the SUPRA Carers Officer pilot project.

3.4 Equity Committee Attendance

- 3.4.1 As carers are an under-represented group whose needs have traditionally been considered by the Women's Officer and the Disabilities Officer, the Carers Officer shall attend all or as many of the meetings of the Equity Committee as is reasonable within their role, provided that the Carers Officer is themselves a member of one of the equity groups set out in the SUPRA Constitution.
- 3.4.2 In the event that the Carers Officer is not a member of one of the equity groups and is therefore not entitled under the SUPRA Constitution to attend the Equity Committee, they shall take all reasonable steps to request permission to attend the meetings of the Equity Committee as an invited guest and/or observer.

3.5 Pilot Project Final Report

- 3.5.1 The Carers Officer will produce a written final report for Council detailing the outcome of the pilot project. The report will include the needs and priorities identified, evaluations of both the development of the network and the social platform, as well as commentary on the experience and wisdom gained during the project. The report will also provide the Carers Officer's recommendations on whether the role should be made permanent and on how SUPRA can better support postgraduate carers in the future.

3.6 Member of the Council

- 3.6.1 The Carers Officer must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

3.7 Carers Officer Office Handover

- 3.7.1 The Carers Officer is responsible for the handover process to any succeeding Carers Officer including providing written guidelines, materials and discussion time, to ensure the smooth handover of roles and duties.

4. Reporting

- 4.1 The Carers Officer must submit a written Office Bearer Report in the prescribed form set out in the SUPRA Policy Manual to the Council Meeting every month. The report must include details about the following tasks undertaken in the role:
- (a) meetings attended, including an overview of any matters discussed of importance to postgraduate students;
 - (b) important items of correspondence;
 - (c) any press releases produced;
 - (d) major actions being undertaken;
 - (e) campaigns initiated/progress of ongoing campaigns;
 - (f) lobbying being undertaken by the Carers Officer on behalf of the Association;
 - (g) a progress report on the previous month's work plan;
 - (h) other representative activities; and
 - (i) number of hours worked in the previous month.
- 4.2 As an Office Bearer, the Carers Officer must ensure that a thorough annual report of their activities in office is duly submitted to the Annual General Meeting.

5. Induction

- 5.1 All members of Council, including Office Bearers such as the Carers Officer, are required to attend a compulsory Council Induction, sign a form stating that they have completed the training, and return the signed form to the Secretary by August's meeting of Council, or the first meeting of Council after their appointment.
- 5.2 All members of Council, including the Carers Officer, must sign a disclaimer within a month of their appointment stating they understand the risks and responsibilities of working in an unincorporated association. They must return this form to the Secretary before their first meeting of Council.
- 5.3 If a new Carers Officer is elected during the 2023/2024 term, the incumbent Carers Officer will be responsible for the induction process. This will include responsibility for ensuring that the incoming Carers Officer is aware of the following:
 - (a) the day-to-day administrative arrangements within SUPRA;
 - (b) how to carry out the specific duties of the Carers Officer's role;
 - (c) policies and sections of the Constitution which pertain to Office Bearers;
 - (d) the role of staff within the organisation;
 - (e) the progress of ongoing campaigns, lobbying or activities; and
 - (f) any operational or strategic plans set by Council.

6. Shared Offices

- 6.1 Where Councillors have been appointed to jointly share this Office, through negotiation they must agree on which joint holder of the Office will be taking primary responsibility for each of the duties set out in this duty statement.
- 6.2 Joint Office holders are required to present an annotated copy of this duty statement which clearly shows which of the joint Office bearers is taking primary responsibility for each of the duties to the first Council meeting after they take joint office.
- 6.3 Within seven (7) days of the annotated duty statement being presented to Council for ratification, the joint Office bearers must provide a copy of the annotated duty statement to the President for distribution to staff.

- 6.4 Any changes to the division of duties during the term of Office must be presented to the next Meeting of Council for ratification and advised to staff as set out above.