

Postgraduate Representative Role Deliverables

Overview

Te Tira Ahu Pae is the students' association for Massey University. It represents and provides services to all Massey University students studying via Distance domestically or internationally, or from the three physical campuses, located in Auckland, Manawatū, and Wellington. The association has a Tripartite Presidentship, which is composed of a General/Distance President, Manawhakahaere (Māori President), and Pasifika President, who work in partnership with equal oversight.

As per the provision of tino rangatiratanga within Article Two Te Tiriti o Waitangi, each President supports and leads the needs of their cohorts (General/Distance, Māori, Pasifika), while also governing over the services arm of the association. This position is a mixture of student representation and consultation. Te Tira Ahu Pae is a Te Tiriti led organisation and in recognition of provisions of kāwantanga within Article One of Te Tiriti o Waitangi, 50% of the Te Tira Ahu Pae Board Members and votes are tangata whenua and 50% tangata tiriti.

The Postgraduate Representative is elected by students and holds office for a period of one (1) year. The Postgraduate Representative works 44 weeks per year. The role is part-time (**0.4 FTE**) with a time commitment of **15 hours per week**.

Requirements

All Postgraduate Representation applicants must be a current Massey University student at the time of election.

Key Relationships

Internal: Te Tira Ahu Pae Members (Massey University Students), Te Tira Ahu Pae Board, Student Representatives (SR), Te Tira Ahu Pae General Manager, and Te Tira Ahu Pae Representation Manager.

External: Te Tira Ahu Pae Alliance and Partner Groups, Massey University Te Kunenga ki Pūrehuroa, New Zealand Union of Students Associations (NZUSA)

Remuneration

All SR are considered contractors with honoraria payments (ex gratia payment for volunteered services) made monthly based on a supplied invoice. Remuneration is **living wage entitlement**.



TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

Induction, Handover, & Good Procedure

To ensure proper handover procedures the Postgraduate Representative is required to do the following:

Induction & Handover

- Complete training and development programme as part of their induction.
- Use allocated handover hours, to ensure proper handover between incoming and outgoing Postgraduate Representatives.
- Keep all association files, emails, and passwords, secure and tidy on shared Association devices. Maintain shared Association devices in good working order and cared for as per policy.

Ensuring proper procedures and etiquette are maintained are important to ensure proper representation of students and smooth functioning of the representation arm of the association. Student reps are expected to be an example to students and ensure good procedure by:

Good Procedure

- Where applicable, be available for **all** Association meetings (including Annual General Meetings and Special General Meetings), national and local campaign meetings, major Association events, and Association planning sessions; with inability to attend Association meetings and events communicated to the Representation Manager in advance.
- Read agendas for any Association and University cohort meetings, committees, boards, or working parties **in advance of meetings**; send apologies in advance if unable to attend meetings; and read minutes for meetings to confirm accuracy.
- Report any Part 1/Part A matters of importance discussed within any University or national body boards, committees, or subcommittees, that may/will affect student(s) in the relevant report template. Report to relevant VP and appropriate SR's alerted.
- Actively participate on and complete required work for any boards, committees, working parties, focus groups, consultations, whether it be with the Association, University, or at a national level.
- Be involved in a minimum of one (1) focus group, working party, consultation, or policy review each year.
- Be involved in and take the lead on a minimum of one (1) Massey University board or committee.
- Notify the Representation Manager of changes in the availability/ability to represent students on Massey University Boards, Committees, working groups, consultations, or any other representative work for external organisations.
- Maintain good working professional relationships with all internal and external stakeholders, meeting with them (as required or per policy) to do so.
- Respond to written communications in a timely manner and be available by phone as required.
- Prepare any verbal and/or written reports required for Vice President led meetings, cohort meetings, or alike, in a timely manner as required by policy.
- Ensure all SR invoices are submitted to the relevant VP by 3rd of the following month with accurate detail of work completed in said month.
- Be inclusive of all cultures, the Rainbow and Takatāpui community, and the disabled community, and will promote diversity and inclusion within the Association and the University.



TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

Student Representation

Representation activities are broad and there are both structured and unstructured opportunities to represent the interests of students. SRs proactively seek opportunities to improve student life and address student needs. They provide feedback, influence, educate and comment on the many facets of Massey's operation. SRs collaborate, cooperate and partner with Massey to recognise and directly involve students' ideas, experiences, questions, and concerns into decisions at all levels from course development to service delivery.

Student Representation

- May be allocated a minor portfolio each depending on portfolios developed, availability, and strengths. This is likely to be related to postgraduate study/students.
- Must be a Class Representative for at least one (1) of their courses each semester.
- Consult on and be aware of matters that may affect postgraduate students.
- As required, support Vice Presidents or Presidents with special projects or campaigns.
- Attend monthly formal meetings with student representatives, to develop action plans, review progress and support the Presidents.
- Support in preparing student updates on association progress against strategic outcomes and to keep postgraduate students updated on student representation work.
- Provide opportunities for postgraduate students to inform service delivery.
- Identify where specific representation is needed for postgraduate students who are also employees of the university.
- Supporting mental and physical health of postgraduate students by linking through to the advocacy team and understanding health and counseling services on offer for students.

Student Engagement

- Engage and consult with postgraduate students regularly to understand student needs and concerns, and as required for specific consultations.
- Promote and help support postgraduate students in creating a vibrant campus culture.
- Find opportunities to connect the postgraduate student community and enhance the mana of said community.
- Actively engage with postgraduate students in ways that support their specific college or area of study.
- Promote opportunities for postgraduate students to be celebrated and involved in the university community.
 - **Distance postgraduate students:** Maintain a postgraduate student social media page or forum to post updates, connect, and consult with students.
 - **Campus postgraduate students:** Understand the unique needs of campus postgraduate students and remain connected with internal postgraduate students.



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Consultation

The Postgraduate Representative has a role in supporting and activating consultation on campus and by distance with their student cohort. There are different ways to engage in consultation and feedback with postgraduate students, and it is important that student needs are actively listened to and shared within the association representation structure.

- Seek opportunities to communicate with postgraduate students about campus related issues, distance learning or supervision issues, or university wide issues, and record the feedback received from students.
- Attend association events and uses opportunities to meet and build relationships with students and diverse student communities.
- Communicate with students issues that may impact them or be relevant to your cohort or student community.