

Position Title:	Clubs & Societies Administration Officer
Staff Division:	Student Representation
Employment Status:	Full time (1.0 FTE)
Classification Level:	PL 4, <i>University of Melbourne Student Union Agreement 2023-2025</i>
Reports to:	Clubs & Societies Manager
Reported to by:	N/A
Incumbent:	Vacant
Date Effective:	October 2026

The University of Melbourne Student Union Inc (UMSU)

The University of Melbourne Student Union Inc (UMSU) is a dynamic, for-purpose incorporated association, serving as the representative body for all students at the University of Melbourne. Structured around student control of student affairs, UMSU is governed by an elected Students' Council and twelve student departments, chosen by and from the student body.

Located in the heart of the University of Melbourne's award-winning student precinct, UMSU is a vibrant, creative, and diverse social justice organisation committed to representing and supporting University of Melbourne students. Our vast arts and culture programs for emerging student artists are run in a state-of-the-art theatre, a professional art gallery, the iconic Rowden White Library and the Ida Bar – the only student bar on campus.

Our commitment extends beyond engagement to essential support services, including a free legal and advocacy service for students. We host events co-designed by students supported by professional staff, and publish multiple student-led publications, including *Farrago*. Beyond that, UMSU runs a food relief program, oversees over 1000 student volunteers, and has more than 200 affiliated student clubs.

UMSU's overarching goal is to enhance student life at the University of Melbourne. We achieve this by elevating and representing student voices through purposeful engagement and advocacy, offering exceptional programs, services, and opportunities that promote inclusivity and accessibility. Each of our dedicated student departments, committees, and collectives play a pivotal role in shaping the university experience.

Staff at UMSU are organised within four divisions with multiple teams:

- Advocacy & Legal
- Arts & Culture
- Student Representation
- Operations & Communication

The UMSU Constitution establishes that we will:

- Advance the welfare and interests of students.
- Represent students of the University within the University and to the community.
- Provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
- Provide an independent framework for student social and political activity.
- Develop, maintain and support student clubs, societies and associational life generally.
- Promote and defend the rights of students to education on the basis of equality without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political religious or ideological conviction, or national or social origin.
- Oppose violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin;
- Provide a democratic and transparent forum in which students' affairs and interests can be
- Governed in an effective and accountable manner; and
- To promote free and accessible government-funded education.

To support these objectives UMSU staff observe the following values:

- Student Led and Focused
- Inclusive and Connected
- Effective and Engaged
- Accountable, Transparent and Responsive

Divisional Overview

The Student Representation division enhances student leadership and representation through support and resourcing of UMSU's elected representatives, clubs, societies, and volunteer programs. The staff in the division support the operational, governance and campaign functions of UMSU's elected student representatives, departments and committees, as well as the good governance of Students' Council. The division assists with collaboration with other UMSU staff divisions to maximise the positive impact of student participation.

Position Summary

Operating under general direction whilst undertaking most tasks, the Clubs & Societies Administration Officer is expected to provide administrative services for the Department following established processes, precedents, and through interpreting the Department's rules; respond to club inquiries in consultation with the C&S Manager; and work with the C&S Manager and Office bearers. On occasion and under routine supervision to general direction, to perform more complex tasks, such as producing advice or recommendations applying the Department's administrative procedure to unusual circumstances or advising on improvements to the Department's rules and processes.

UMSU provides student-facing services and events on University of Melbourne campuses, and work is undertaken in person and on site [and after hours as required and/or will require some manual handling of

equipment]. UMSU staff employment conditions are covered by the *University of Melbourne Student Union Agreement 2023-2025* and associated policies, such as the Flexible Work Policy.

Key Accountabilities

Club Submissions

Review club submissions in key compliance areas, including but not limited to:

- General Meetings:
 - Review and assess General Meeting submissions against written guidance and precedents
 - Correspond with clubs to advise them on resolving issues, and manage responses
 - Refer non-compliance to the Manager by preparing summaries and recommendations
- Grants:
 - Review grant applications for compliance
 - Review and process payment applications following standard procedures
- Activity Reporting:
 - Review semesterly submissions for compliance
 - Prepare summary reporting and refer non-compliance to the Manager
- Audits:
 - Review club financial records for record-keeping and reporting compliance

Club Inquiries

- Assist with Clubs and Societies walk-in enquiries, phone enquiries, and emails
- Provide information and advice to clubs, applying and interpreting Department rules, regulations, procedures and precedents within established frameworks
- Triage incoming correspondence for response, including referral to the C&S Manager or C&S Office Bearers

Department Resources

- Coordinate annual locker use in accordance with department policy
- Maintain club mailboxes and mail distribution
- Maintain C&S loanable resources, reporting any damage or loss to the C&S Manager

Membership Sales Platform

- Update and maintain club membership products
- Under the direction of the Manager, manage end-of-year closure and renewal windows
- Prepare documents for Finance to pay out membership income to clubs

Administration and Process Improvement

- Make recommendations for process improvement
- Manage registration and records for in-person and online training
- Data entry and retrieval
- Office filing/archiving
- Word processing, spreadsheet manipulation and general administrative duties

Level of Supervision and Typical Activities

The position works under general direction, with the level of routine supervision varying according to the employee's experience and the complexity of the task. The position is expected to undertake stand-alone work to a varied range of administrative and compliance matters. The position may coordinate the activities of others to achieve objectives and liaise with employees at higher levels, elected student representatives and club representatives. More unusual, complex or significant matters are referred to the C&S Manager for consideration and direction.

Typical activities include:

- using a range of desktop-based programs, including word processing, spreadsheet and database applications;
- setting up and maintaining spreadsheets, databases and administrative records;
- providing information and factual advice to students and clubs on student union services and Department requirements;
- administering student service and club records;
- assessing club submissions and records against Department rules, regulations, procedures and precedents;
- preparing correspondence, summaries and recommendations;
- coordinating administrative processes and resources; and
- providing a full range of administrative services within the Clubs & Societies Department and Student Representation Division.

Task Level

The position applies established knowledge and procedures across a varied range of Clubs & Societies compliance, administrative and student-facing functions. May undertake limited creative, planning or design functions; apply skills to a varied range of different tasks.

Organisational knowledge

The position requires proficiency in the Clubs & Societies Department's rules, regulations, processes, and procedures, and an understanding of how these requirements interact with related UMSU functions, including Finance, governance and student representation.

Judgment, independence and problem solving

Provide factual advice requiring proficiency in the Department's rules, regulations and procedures, including expertise in Clubs & Societies administration and knowledge of related functions.

Health & Safety and Environmental Responsibilities of Staff

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. UMSU staff are required to understand and comply with the organisation's policies and procedures, including, but not limited to:

- *Workplace Conduct Policy*
- *Interaction Protocols Policy*
- *Child Safety Policy*
- *Health and Safety Policy*

- *Privacy Policy*
- *Constitution and regulations, such as the Financial Regulations*
- *Prevention of Sexual Misconduct Policy*
- *Fraud Risk Management Policy and Corporate Governance Policy.*

Flexibility to work remotely is subject to UMSU's *Flexible Work Policy* and relevant legislation, which applies upon commencement.

Key Selection Criteria

Essential Skills and Qualifications:

- Completion of a Certificate III or higher with relevant work-related experience;
- Commitment to the provision of high-level customer service;
- Ability to formulate correspondence, advice and summary reports in a clear, concise and comprehensive manner;
- Ability to apply Department rules, regulations and precedents to support decision-making;
- Good interpersonal and communication skills, including the ability to communicate sensitively with people from diverse cultural backgrounds;
- Ability to work effectively as a member of a team, including liaising with elected student representatives;
- Well-developed attention to detail;
- Intermediate computer literacy and capability with the Microsoft Office suite;
- A valid employee Working with Children Check.

Desirable Skills and Qualifications:

- Previous experience working in either the Education or Not-For Profit sectors
- Demonstrated commitment to the principles of student unionism

UMSU is a child safe organisation, based on Wurundjeri country. We value diversity, embrace difference, and nurture a connected, safe, and respectful community. UMSU is a member of the Australian Network for Disability. We are committed to creating and maintaining a diverse, inclusive, and safe work environment.

First Nations' people, people of all ages, across all gender spectrums, people with disabilities and culturally and linguistically diverse people are strongly encouraged to apply.

We acknowledge the Traditional Owners of the lands on which we work, and that sovereignty has never been ceded. It always was, and always will be, Aboriginal land.

I have read, understood and agree to comply with the position description.

Signed: _____

Date: _____

(Incumbent)

Signed: _____

Date: _____

(Supervisor)

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.