

ROLE DESCRIPTION

Role Title: 2018 Director of Debates

Reporting to: Programs Manager

1. General

The USU began its life as a debating society and we are today the most successful debating community in the world. Although the USU has changed and evolved over the past 140 years, debating remains important to our core constitutional objectives to foster the social, cultural and intellectual development of our members.

In recognition of the important role debating plays in community building at this University, the program is supported by a committee that reports directly to Board. The Director of Debates (DOD) supervises and organises the day-to-day running of the Debates Committee and its programs, and should be the first point of call for any queries or concerns by any member of the Committee. The DOD acts as the focus of organisation within the USU's Debates Committee. The DOD is appointed by the Board, and once appointed, holds the same voting rights as any other member of the Debates Committee.

The DOD is a Student Leadership volunteer role which reports to the Programs Manager. The DOD shall, in accordance with USU policies, organise, administer and publicise a regular program of debating events each semester. As a Student Leadership volunteer, the DOD must adhere to the USU code of conduct and give due consideration to all USU stakeholders.

The DOD leads the work of the USU Debates Committee. Specifically, the DOD is responsible for overseeing the tournament registration process, the schools training days and tournaments, the management of the in house training program for novices, and ensuring that the debates community works cohesively to further the aims of the USU within and outside the University context. Importantly the DOD shall oversee and guide the debates committee portfolio holders, ensuring that their Key Performance Indicators (KPIs) are met and that the community and the USU are properly served.

The DOD is the link between committee members and responsible for a wide variety of activities on the debating calendar.

2. Timeline

The successful applicant will be required to commence work in November 2017 and will continue in the role until November 2018. The DOD will oversee all aspects of the debates program including the O-Week debate, schools days, internal and intervarsity debating tournaments, budget management, the weekly debates training seminars, public debates, and Verge - Festival debates. The hours of work will vary and will include time over the Summer and Winter vacation.

It is strongly recommended that no holidays be planned to coincide with the appointment period

3. Honorarium

Board has resolved that the Director/s will be eligible for an honorarium of \$5,000. Payment is contingent on the Director/s successfully fulfilling their responsibilities and meeting KPIs which includes two (2) semesterly reports and adhere to a Budget. The DOD is also required to submit a report to Committee each month.

4. Specific Responsibilities

The DOD is responsible for managing the annual debates program; specifically:

- To manage and schedule the roster for the O-Week Debates Stall
- Manage the administrative duties associated with the program, including the updating of the debates handbook, the *Debaterbase*, the points system and the debates website
- To ensure the orderly administration and management of Schools' Debating Training/Tournament Days
- To manage the bi-annual University Open Days debates (Info Day and Sydney Uni Live)
- To represent the USU, if appropriate, in major university public debates, including but not limited to Spring Back, Sydney Uni Live, Open Days and Courses and Careers Day
- To manage and coordinate the weekly debating training seminars
- To manage and coordinate the weekly internal debating competition ("Regionals")
- To manage and coordinate the debater and adjudicator selection process for IV tournaments, including:
 - Easters
 - Australasians
 - Women's
 - Worlds
 - Sydney Mini
 - WUPID
- To oversee and manage debating income and expenditure, in accordance with the annual budgets and to assist the Programs Manager in the setting of the budget for the subsequent year
- To submit a progress report and budget summaries at the end of each semester
- To work with the Programs Manager and the Marketing Department in the promotion of the USU's Debates program.
- Liaise with the Chair of Debates to set the agenda for each meeting
- Brief the incoming Chair on the activities of the Committee
- Act as Chair of the meeting in the event of removal, incapacity or unwillingness of the Chair, President, Vice-President or other Board Director (who is a member of the Committee)
- Report to the Board regarding the activities of Committee, as directed
- Supervise the performance of each member of the Committee and report to the Programs Manager and Chair and on any issues of concern
- Oversee Committee members in the exercise and execution of their portfolios ensuring they operate in an efficient and professional fashion
- To work with the Festival Directors, Convenors and USU staff on the development and presentation of events during O-Week, Verge and students coordinated events from time to time

5. Selection Criteria

Essential Availability Criteria

- Current University of Sydney Student
- University of Sydney Union Membership (current Access Card holder).
- Able to commit to at least 5 hours per week worked in the USU office to coordinate the Debates program (From November 2017 onwards)
- Available for an interview of approximately 20 minutes duration as specified on the application form
- Available between 9am and 5pm to attend the compulsory USU induction on the 7th of November 2017

Essential

- Demonstrated knowledge of and participation in the USU debating program
- Demonstrated knowledge of the USU and its activities
- Ability to work with a broad range of people from diverse backgrounds
- Demonstrated ability to plan and organise events
- Excellent written and verbal communication skills

- Ability to work autonomously and as a member of a team
- Proven ability to work to set deadlines and to effectively prioritise and manage time and resources.
- Demonstrated knowledge of the University, and its associated bodies.
- Ability to adhere to an allocated budget.
- Ability to take instruction and guidance from the Programs Event Coordinator.
- Ability to be flexible in regard to hours worked.
- Willingness to work within Work Health & Safety and Equal Employment Opportunity principles.

Desirable

- Demonstrated participation in the USU's C&S and the USU's committees
- Demonstrated experience in marketing and promotional activities.
- A Current NSW Provisional or above Driver's Licence.
- Intermediate or better Microsoft Office skills.