

Regulation 30.3 – Delegation of Management to La Trobe University Student Union General Manager.

1. Introduction:

This document is to be read in conjunction with the Position Description for the General Manager, LTSU (attached), including the sections on 'Organisational Relationships', 'Accountability and Extent of Authority', 'Judgement and Decision Making' and 'Environment Health and Safety Responsibilities' outlined in that document.

Subject always to decisions of the Executive and Student Council made in accordance with the LTSU Constitution, Council regulations relating to governance and any decisions by Council on staffing matters, the LTSU General Manager is delegated management authority in a range of areas associated with LTSU outlined below.

Council Recognises:

- a) The difficulty of encapsulating fully the range of tasks involved in managing LTSU operations, and accordingly the need to review this document on at least an annual basis.
- b) The need for close and ongoing consultation between the LTSU GM and President, and for discussion of this document between these two parties as required through the year.
- c) That the intent of this document is to facilitate the effectiveness, consistency and continuity of LTSU management, and the promotion of good working relationships between LTSU student representatives, staff and the GM

2. Delegation of Management.

Management will include:

2.1 Human Resource Management:

- a) Coordination of recruitment campaigns for continuing and contracted staff positions within budget limits
- b) Representation on staff selection panels, either directly or through an LTSU staff nominee
- c) Direction of staff in the performance of their duties
- d) Coordination of an annual work planning process for staff
- e) Approval of attendance by staff professional development activities, within specified budgetary limits
 - f) Approval of staff leave requests
 - g) Interpretation and application of provisions of staff contracts or EBA (when available)
 - h) Approval of staff leave within the limits of their entitlements
 - i) Making recommendations to the President on the content of staff PDs and on salary gradings attached to positions from time to time

- j) Making direct appointments of staff engaged on a casual basis for short term and/or limited weekly hour roles (e.g. Bookshop casuals, Newspaper handling roles)

2.2 Finance and Budget

- a) Generation of invoices for revenue payable to LTSU
- b) Authorisation of expenditure from designated cost centres (see Appendix 2), up to a limit of \$2000
- c) Access to the LTSU Commonwealth Business Banking website
- d) Access to the full suite of LTSU finance reports
- e) Input into the annual LTSU budgeting process

2.3 LTSU Services

- a) Investigation and where appropriate implementation of changes to system and process to improve the efficiency, quality and / or effectiveness of LTSU services
- b) Management of the ongoing operations of services and staff to fulfil LTSU's obligation's under the annual funding agreement with the University, and to otherwise meet Council's requirements

2.4 Liaison with Student Representatives

- a) Directly liaise with all LTSU student representatives, recognising that all matters of substance concerning student representatives need to be referred to the President
- b) Will have full access to minutes and agendas and minutes of all LTSU bodies' minutes, other than any matters designated to be "in camera"
- c) May attend meetings of all LTSU bodies where invited to do so, and where required to make reports or submissions

2.5 Liaison within the University

- a) Liaison with a wide range of University personnel on matters to do with LTSU staffing, facilities and equipment, health and safety, services, events and activities, integration with University systems and processes and like matters
- b) Is expected to be a key contributor along with LTSU Executive members on discussions with the University on major issues like funding agreements, facility development and on strategic issues that affect LTSU

2.6 Liaison external to the University

- a) Attendance at meetings and events with industry bodies, other universities, other student organisations, government agencies and community organisations and to represent LTSU at those forums
- b) Liaison with:
 - o External LTSU auditor

- o Returning Officer, for organisational issues associated with LTSU elections

2.7 Facilities and Equipment

- a) Development and maintenance of LTSU facilities and equipment to optimise:
 - o Access for members and clients
 - o OHS standards
 - o The 'professionalism' of service areas
 - o The quality and effectiveness of the workplace environment for staff and student representatives

2.8 Marketing & Communications

- a) Respond to general requests for information concerning LTSU from LTU students, staff and appropriate external bodies. However, all media and other requests calling for an official LTSU spokesperson will be referred to the President
- b) Draft and design electronic and hard copy promotional material and publications, but obtain approval from the President before proceeding to print or release of this material
- c) Authorisation of 'routine' changes to website content relating to LTSU services

2.9 Other

- a) The GM may delegate any of the above areas to other members to other LTSU staff members. However, appointment of a staff member as "Acting General Manager" in the absence of the General Manager will only be done with the approval of the President
- b) The GM will direct all discussions concerning their own terms and conditions, leave and professional development to the LTSU President

Appendices:

Appendix 1:

General Manager Position Description:

Organisational Relationships

Reports to:

La Trobe Student Union Executive exercising delegated powers of La Trobe Student Union Student Council

Reported to by:

Advocacy staff, administrative staff, receptionist, clubs and societies staff, financial staff, managers of commercial services

Internal relationships:

Elected student office bearers, particularly the President, other governing members of the La Trobe Student Union

External Liaison:

University staff, other campuses and other student organisations at other universities

Accountability and Extent of Authority

Accountable for the financial, operational and human resource management of the La Trobe Student Union in accordance with La Trobe Student Union guidelines, regulations and constitution. Accountable for the provision of high-level guidance and advice for members of the executive on policy, budgets, student representative functions, administrative processes and other organisational matters.

Authority is limited by decisions of the executive and student council made in accordance with the constitution and regulations in regards to governance, not management, matters. This may also include decisions by student council on staffing matters.

Judgement and Decision Making

The General Manager will be required to make decisions in consultation with the executive of Union and will be required to provide sound judgement to the executive on decision making. At times the General Manager may be required to make independent decisions but these decisions must be in keeping with the aims and objectives of the La Trobe Student Union.

Environment Health and Safety Responsibilities

The General Manager will be required to ensure that the La Trobe Student Union workplace complies with Occupational Health and Safety Standards and that these standards are implemented and maintained within the organisation at all times. They will be required to familiarise themselves with these standards and be aware of any changes to the laws. The

General Manager will also be the point of call if any Occupational Health and Safety issue occurs and will need to help staff members deal with these incidents.

Appendix 2:

Designated Cost Centres (taken from LTSU chart of accounts 2011)

- Office & Admin
- Advocacy
- Bookshop
- Facilities
- Legal
- Student Theatre & Film
- Contact
- Membership Program
- PEMSO