



# ROLE DESCRIPTION

*“The purpose of institutional research is to provide objective, systematic and thorough research that supports the institution’s enrolment goals, planning, policy formation and decision making.”*

## SIG Chair

<b>CLASSIFICATION</b>	Volunteer
<b>REPORTING TO</b>	Don Johnston, Vice-President and Special Interest Groups portfolio leader, AAIR
<b>CURRENT OCCUPANT</b>	Andrew Bradshaw
<b>TO DISCUSS THE ROLE</b>	Please feel free to call or email Andrew Bradshaw for a deeper understanding of what is involved:  ☎ 0410 658 362  ✉ <a href="mailto:andrew.bradshaw161@outlook.com">andrew.bradshaw161@outlook.com</a>
<b>HOW TO APPLY</b>	Email a brief expression of interest to the AAIR Secretariat at <a href="mailto:info@air.org.au">info@air.org.au</a>

## 1. Role Summary

Load management and planning is the process of forecasting student load. Forecasts for revenue, admissions, and space (to name a few), can be developed from student load. This special interest group provides a forum to share ideas, improve processes, build networks of colleagues, and to discuss load management and planning topics such as:

- ▶ budget forecasting
- ▶ admissions modelling and reporting
- ▶ student load planning
- ▶ government funding agreements
- ▶ government targets and broad policies affecting current or future institutional load.

The landscape for student load planning and management in the Australian context continues to shift and evolve. With ongoing possibilities for reform, review, deregulation and re-regulation for fees and places in higher education, there are several new potential directions for this field of work. The one thing we can be sure of is that load forecasting and load management will remain of central importance to our institutions, whatever the shape of the regulatory landscape.

## 2. Key Responsibilities

The key responsibilities of this role include:

- ▶ Coordinate the Load Management and Planning SIG
- ▶ Chair a Special Interest Group session at the AAIR Annual Forum, plus other virtual sessions (via AAIR's Zoom account and with the support of the AAIR Secretariat) throughout the year as agreed by AAIR executive.
- ▶ Chair and stimulate discussions with members in attendance at Load Management and Planning SIG meetings, and where possible, allow all members to have an equal opportunity to ask questions or provide feedback.
- ▶ Coordinate the attendance of Department officials on at least 2 occasions per year to discuss load management issues and any changes that may impact load management and planning within higher education institutions.

## 3. Key Relationships

Working relationship with:

- ▶ Department officials on any changes that may impact load management and planning within higher education institutions
- ▶ AAIR Executive Committee
- ▶ AAIR Executive Officer.

## 4. Selection Criteria

- ▶ Involved in load management and planning within your institution and have an ongoing relationship with Department officials regarding policies and funding agreements.

## 5. Benefits

Some benefits to the successful applicant include:

- ▶ hands on involvement in your Association
- ▶ having a broader profile in the sector
- ▶ professional development experience to add to your curriculum vitae especially with respect to secretarial
- ▶ potential flow-on to/from your own work.

## 6. Additional Information

### 6.1 AAIR GOVERNANCE

The business and affairs of AAIR are managed by the Executive Committee constituted under [Rule 23](#).

The powers and responsibilities of the Executive Committee include managing the business and affairs of the Association, appointing volunteers, creating subcommittees, and delegating any of its duties to such volunteers and subcommittees. The Committee may appoint staff for a period and on such other terms and conditions as may be determined by the Committee. Appointments are periodically reviewed.

Further information about AAIR and the Executive Committee is available in the AAIR Rules at <http://air.org.au/about/rules/>.

### 6.2 OCCUPATIONAL HEALTH AND SAFETY (OH&S)

As AAIR has no employees as such, contractors and volunteers in honorary positions are responsible for their own health, safety, and wellbeing in accordance with the relevant legislation in the country of their residence.