



POSITION DESCRIPTION – Professional Services Staff

Position Title: Indigenous Student Success Advisor (Identified*) Level: 6/7
Faculty/Division: Regional Campuses Unit: UOW Bega Valley

** UOW considers that being of Aboriginal and/or Torres Strait Islander descent is a genuine occupational qualification or requirement for this position under relevant anti-discrimination legislation.*

Primary purpose of the position:

The position of Indigenous Student Success Advisor is responsible for providing high level support to Indigenous students and is responsible for facilitating and participating in Aboriginal and Torres Strait Islander student recruitment and cultural engagement activities. The position will work closely with the Woolyungah Indigenous Centre (WIC) to implement initiatives maximizing recruitment and retention in UOW catchment areas with significant Aboriginal and Torres Strait Islander populations. The position delivers a suite of community engagement activities in accordance to the funding guidelines including Indigenous Student Success (ISSP) and Higher Education Pathways Partnership Program (HEPPP). The position will work closely to ensure that current UOW students are supported and succeeding academically.

Position Environment:

Woolyungah Indigenous Centre (WIC) is responsible for recruitment, access and support of Aboriginal and Torres Strait Islander students at UOW via delivery of programs aimed at fostering equity and supporting students from enrolment through to successful completion and graduation. WIC also supports Aboriginal and Torres Strait Islander students at the Shoalhaven, Southern Highlands, Batemans Bay, Bega, South Western Sydney and Southern Sydney campuses.

Major Responsibilities:

Tasks

1. Liaise and partner with key stakeholders on the delivery of services and activities supporting WIC's 'My Future Matters' program into local High Schools.
2. Develop and implement an annual calendar to deliver key events and programs in Bega Valley region consultation with the Bega Valley Campus Manager and WIC team.
3. Working closely with the students to encourage and support access pathways for Indigenous students to both undergraduate and post graduate courses.
4. Network and build relationships with internal and external stakeholders

5. Organise and coordinate events that showcase all UOW campuses as being Culturally Safe Campuses
6. Have regular “catch up sessions” with on campus current UOW students
7. Be present and lead on all UOW campus events
8. Develop strong links with key stakeholders such as but not limited to: <ul style="list-style-type: none"> • Local high schools • Aboriginal Education Consultative Group (AECG) • Local Councils within our footprint • All internal UOW units and divisions aligned with future student and equity student activities and programs
9. Develop tailored media, promotions and communication material for events, courses and Faculty engagements within UOW
10. Develop and provide monthly engagement report
11. Observe principles and practices of Equal Employment Opportunity
12. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document

Reporting Relationships:

Position Reports to: UOW Bega Valley Campus Manager, in close communication with UOW’s Woolyungah Indigenous Centre.

SELECTION CRITERIA

Essential:

- Relevant knowledge and understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate effectively and sensitively with Indigenous peoples.
- A combination of education/training and experience deemed relevant to the role requirements
- Demonstrated experience working with Indigenous students and/or community members in a support role
- Demonstrated ability to deliver exceptional client service and case management services for students using sound initiative and judgment, especially with complex matters and escalated issues, geared towards the achievement of service standards
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures, including an understanding of the issues affecting people in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander people.
- Well developed skills across a range of administration tasks and the use of common office technologies and software.
- Understanding of outreach contexts in an environment with high numbers of students from low socio-economic and rural backgrounds.
- Demonstrated cross-cultural, interpersonal and communication skills for productive working relationships.

Desirable:

- Completion of a Bachelors degree
- Established relationships and recognition within local Bega Valley Aboriginal communities
- Experience working in the Tertiary education sector

Personal Attributes:

- Ability to multi-task and manage multiple projects
- Ability to work unsupervised
- An ability to communicate with people from diverse backgrounds

Special Job Requirements:

This is an Identified position and being an Australian Aboriginal and/ or Torres Strait Islander is considered a 'genuine occupational qualification' in accordance with section 14(d) of the Anti-Discrimination Act 1977 (NSW). The successful applicant is required to provide confirmation of their Australian Aboriginal and/ or Torres Strait Islander heritage.

This position has been classified as "child-related work". In accordance with relevant legislation, prohibited persons are not permitted to apply for positions that are classified as "child-related work". Accordingly, candidates will be required to undertake a Working with Children Check, identity verification and referee checks as part of the recruitment process. For more information on how to apply for the clearance, please visit the Office of the Children's Guardian website: <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

- Required to work outside of standard business hours in the delivery of outreach programs.
- Required to travel to UOW's metro and regional campuses, including Shoalhaven, Batemans Bay, Southern Highlands and the Wollongong Campus.

Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Additional Responsibilities for Staff with supervisory responsibilities

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.