

Position Description

Indigenous Student Advisor (Regional)

Position No:	New
Business Unit:	Deputy Vice-Chancellor (Students)
Division:	Deputy Vice-Chancellor (Students)
Department:	Indigenous Strategy and Education
Classification Level:	HEO7
Employment Type:	Full-time, Continuing
Campus Location:	Mildura or AW
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Purpose

Indigenous Student Advisors work collaboratively with Indigenous students to help them overcome any academic or personal challenges that are impacting their studies. The Indigenous Student Advisor provides developmental support to Indigenous students across our metropolitan campuses, in conjunction with the broader advising profession.

This position is open to Aboriginal and Torres Strait Islander applicants only, as La Trobe University considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for the position under the 'special measures' of section 12 of the Equal Opportunity Act 2010 (Vic).

Duties at this level will include:

- Engage with the Indigenous educational community, to keep a breadth of current trends and opportunities. Including meeting attendance and reporting to Indigenous educational organisations including the LEACG and VAEAI, as directed by the Senior Manager, Indigenous Strategy, Education and Community Liaison.
- Provide culturally appropriate support and advice to students in the area of enrolment, subject selection and academic outcomes, through the entirety of their study.
- Provide proactive outreach and support, via various forms of communication, to identified students and guide them in a developmental process of clarifying life and career goals; developing a suitable, sustainable, and individual educational plan; identifying and connecting with appropriate support mechanisms; identifying and developing positive learning and help-seeking behaviours; and building self-efficacy, resilience, motivation, and independence.
- Provide timely culturally appropriate academic administration and support to undergraduate and postgraduate Indigenous students.
- Provide tailored case management plans with identifiable goals and monitor student progress in order to support ongoing engagement, persistence and academic success.
- Establish and maintain relationships with students in caseload to ensure students are aware of their progress towards success.
- Build effective relationships with student support services across the Bundoora campus to adequately refer Indigenous students to specialist university services.
- Liaise with Course Coordinators on degree program requirements and program changes.
- Facilitate pairing Indigenous Academic Enrichment Program tutors and Indigenous students, recruitment of Indigenous Academic Enrichment Program staff, and deliver program communications to staff, students, and stakeholders.
- Maintain compliance and professional standards, including monitoring, reporting and record keeping practices.
- Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to co-ordinate actions and propose initiatives.
- Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Provides consultancy advice to others. May be recognised within or outside a Faculty or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.

Essential Criteria

Skills and knowledge required for the position

- An undergraduate degree in any area relevant to the position (e.g. counselling, career development, psychology, education, social work) with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent cultural knowledge, experience and understanding of Aboriginal and Torres Strait Islander peoples, historical and contemporary issues affecting participation in education. Demonstrated understanding of issues affecting Indigenous Australian's access, participation, retention and success in the higher education sector.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem solving skills, with an ability to manage several different projects concurrently.
- Proven ability to focus on objectives rather than procedures and precedents.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Deal with a diverse range of complex and sensitive Indigenous issues in an environment characterised by conflicting priorities and cultural sensitivities
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams and one-to-one and with a wide variety of stakeholders from diverse backgrounds.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated experience in case management and/or counselling, preferably within a higher education setting.

Capabilities required to be successful in the position

- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, innovation and care.
- Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- Must have a valid driver's license.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: