



## Position Description

### Senior Coordinator, Indigenous Student Engagement

---

<b>Position No:</b>	New
<b>Business Unit:</b>	Deputy Vice-Chancellor (Students)
<b>Division:</b>	Deputy Vice-Chancellor (Students)
<b>Department:</b>	Indigenous Strategy and Education
<b>Classification Level:</b>	HEO7
<b>Employment Type:</b>	Full-time, Continuing
<b>Campus Location:</b>	Melbourne (Bundoora); travel required
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

---

## **Position Purpose**

The Senior Coordinator, Indigenous Student Engagement is primarily responsible for leading the development and implementation of a range of student engagement activities for the Indigenous Strategy & Education Division. This position will operate with the support of the Indigenous Student Engagement Officers to facilitate student engagement activities, communications and events across the student lifecycle.

**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:**

- Establish partnerships & coordinate engagement activity with schools to support Indigenous participation, within the context of a strategic partnership's framework.
- Evaluate existing and new programs within Indigenous Student Engagement ensuring strategic and operational goals are met.
- In partnership with the Student Communications Team, develop engagement communications informing Indigenous students of current events within the space, Indigenous student services and external opportunities for Indigenous students.
- Attend Indigenous Student Services stakeholder meetings, with local Aboriginal networks and committees, as directed by the Senior Manager, Indigenous Strategy, Education and Community Liaison.
- Provide ongoing support and guidance to our Indigenous students through direct and regular engagement activities.
- Develop, coordinate and implement an integrated student engagement program in collaboration with relevant central campus teams, faculties and other offices.
- Leads the team of Indigenous Student Engagement Officers to manage student focused events aimed to increase student intake, engagement, and retention.
- Maintain compliance and professional standards, including monitoring, reporting and record keeping practices.
- Manages staff performing a related set of functions, usually with distinct areas of expertise, including the allocation of responsibilities, review of performance, training and development of staff and development or oversight of program procedures, priorities and quality control systems.
- Provides consultancy advice to others. May be recognised within or outside a department or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Advises on the analysis and interpretation of data, identify trends and test solutions, sources additional related information where appropriate, and reports on progress, to support the resolution of issues/problems.
- 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.
- Ability to implement improvements to local processes.
- Undertake other duties as directed by relevant colleagues.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- An undergraduate degree in any area relevant to the position 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.
- Demonstrated experience in developing, implementing and evaluating engagement strategies that target relevant audiences, including a strong call to action.
- Demonstrated ability to work effectively in a small multi-disciplinary team to deliver a high standard of client service.
- 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.
- Exceptional networking skills to build and maintain relationships across the university, and specifically with the central student support and service delivery teams to e.g. develop and promote social and community activities.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander peoples, cultures historical and contemporary issues affecting participation in education.
- Proven experience and success in managing staff performance and development.

Travel is required to La Trobe's regional campuses and communities.

### **Capabilities required to be successful in the position**

- 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 work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work 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: