

## Position Description

### Coordinator, Indigenous Student Engagement (Shepparton)

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**Position No:**

**Business Unit:** Deputy Vice Chanecllor (Academic)

**Division:** Indigenous Strategy and Education

**Department:** Office of Pro Vice Chancellor (Indigenous)

**Campus/Location:** Regional (Shepparton)

**Classification:** Higher Education Officer (HEO) 7

**Employment Type:** Continuing, Full time

**Position Supervisor:** Renee Sleigh, Senior Manager, Indigenous Student Success

**Other Benefits:** <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

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

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## **Position Purpose/Context**

The Coordinator, Indigenous Student Engagement sits within La Trobe Universities Indigenous Strategy and Education Division. This division is dedicated to leading and implementing a range of strategies aimed at enhancing access, participation, completion and success of Indigenous students. Additionally, the division is committed to fostering engagement with Indigenous communities, creating a culturally safe environment and the embedding of Indigenous knowledges in the university's curriculum.

Reporting to the Deputy Director, Indigenous Student Success, the Coordinator, Indigenous Student Engagement will further enhance opportunities for Indigenous Australians at La Trobe University and promote university activities within Indigenous Australian communities. The Coordinator, Indigenous Student Engagement directly supports the participation, retention and success of Indigenous students at the Shepparton campus and is also responsible for leading the broader Indigenous Student Engagement team. Working closely with the new Munarra Centre of Regional Excellence (and associated partners Kaiela Institute and the Academy of Sport, Health and Education (ASHE)) is a key enabler, alongside a range of La Trobe initiatives, programs and activities to support students' wellbeing and academic success. La Trobe is committed to supporting the success of MCRE with a focus on, but not limited to, development and promotion of pathways to higher education for MCRE students. The position also works closely with Munarra Centre colleagues on shared goals and initiatives.

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 include:**

- In collaboration with La Trobe colleagues, build and maintain a positive relationship with the Munarra Centre of Regional Excellence. Maintaining a regular presence at MCRE campus, as agreed with MCRE staff, is likely to be required.
- Work closely with MCRE staff, the La Trobe Indigenous Recruitment team and associated partners with a focus on, but not limited to, development and promotion of pathways to tertiary education for MCRE students.
- Lead Indigenous Engagement at the Shepparton campus
- Devise, plan and deliver activities and initiatives that create a sense of community and belonging and contribute to improving retention, progression and completion of current Indigenous students at La Trobe Shepparton.
- Actively collaborate with Shepparton campus staff/teams to provide coordinated and consistent student and community engagement activity.
- Provide high quality support and accurate information to prospective and current Indigenous students, including pro active follow up of individual issues.
- Provide culturally appropriate pastoral care, social support and referral for Indigenous students. Collaborate with Indigenous Academic Advisor/s to refer students to other university support mechanisms or external providers as appropriate for student wellbeing and cultural safety.
- Participate in internal and external meetings and provide advice on local Indigenous Australian perspectives and La Trobe Indigenous student engagement activities.
- Establish and maintain collaborative working relationships with internal and external stakeholders to enhance the impact of La Trobe's engagement with existing and future Indigenous students.
- Build/maintain positive relationships with Aboriginal and Torres Strait Islander staff, students and the community whilst maintaining professional boundaries.
- Travel between campuses as required within the role.
- Undertake administrative and other tasks as directed.

## Essential Criteria

### Skills and knowledge required for the position

- Education, training and/or relevant experience equivalent to completion of a degree.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander peoples, cultures, historical and contemporary issues affecting participation in education. Experience working with Aboriginal people and knowledge of the local Aboriginal community.
- Excellent interpersonal skills, especially the capacity to work collaboratively and contribute positively in teams and one-to-one and with a wide variety of stakeholders from diverse backgrounds.
- Demonstrated capacity to set priorities and monitor workflows within own area of responsibility, to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated problem-solving skills, and the ability to manage several different projects concurrently.
- Demonstrated ability to work independently, follow established procedures with limited supervision and exercise judgement in their application.
- Demonstrated ability to innovate and be accountable for outcomes.

### Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas, respectfully challenge existing practices in order to improve current ways of working, and implement improvements to local processes.
- Ability to exercise judgement and initiative in the application of systems and procedures.

### Essential Compliance Requirements

To hold this position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check;
- be accountable for compliance with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards; and
- hold 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.

### Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics

- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

**La Trobe's Cultural Qualities:**

**WE ARE  
CONNECTED**



*We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.*

**WE ARE  
INNOVATIVE**



*We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.*

**WE ARE  
ACCOUNTABLE**



*We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.*

**WE  
CARE**



*We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.*

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Initials:                      Date: