POSITION DESCRIPTION

CURRENT STUDENTS LEAD

POSITION LEVEL | Level 8
FACULTY/DIVISION | DVC-Academic
POSITION NUMBER | ADMIN ONLY
ORIGINAL DOCUMENT CREATION | 3 June 2021

POSITION SUMMARY

UNSW’s Indigenous Strategy comprises three pillars: Culture and Country; Grow Our Own; and Give Back. The Grow our Own pillar is dedicated to creating an Indigenous academic pipeline beginning with recruiting undergraduate students and ensuring they successfully complete their undergraduate degree programs. The aim is then to inspire those students who are interested and capable to continue an academic and research career.

The Current Students Lead will be responsible for leading a team of Student Success Officers who provide wraparound academic and pastoral support services to ensure Indigenous students successfully complete each year and continue with their studies until they achieve their program award.

The Current Students Lead will also be responsible for developing and maintaining highly effective networks within UNSW, particularly with Faculty and Divisional leaders and key support staff across the University to ensure a shared responsibility for Indigenous student success.

The Current Students Lead reports to the Director, PVC Indigenous and has five direct reports

ACCOUNTABILITIES

Specific accountabilities for this role include:

- Play a key leadership role in ensuring a culturally rich, safe, valued and engaged learning experience for Aboriginal and Torres Strait Islander students.
- Provide high quality advice to the Pro Vice-Chancellor Indigenous (PVCI) and UNSW stakeholders on all matters relating to Aboriginal and Torres Strait Islander education particularly on retention, success and graduation initiatives.
- Develop a sector leading focus on the provision of support services to continually improve outcomes for Aboriginal and Torres Strait Islander students including keeping up to date with sector wide developments in Indigenous higher education policy, advising the PVCI on these developments and trends -and planning and facilitating workshops, activities, events, guest speakers etc.
• Maintain the Nura Gili space as a secure but professional and welcoming environment for students, staff, and visitors.
• Propose and organise activities to improve retention and success rates for all Indigenous students with any additional support as needed for students from regional and remote areas, including monitoring of the Indigenous Tuition Program and the Pastoral, Academic, Transition and Support (PATS) program.
• Act as the primary lead in the PVCi portfolio for events planning (e.g. NAIDOC etc.) as directed by the PVC Indigenous
• Ensure that the University’s legislative responsibilities and government reporting requirements in Aboriginal and Torres Strait Islander education are met, and the University is aware of changes to these requirements as they occur. Ensure staff maintain accurate records of their activity to assist with mandatory reporting requirements.
• Develop and maintain highly effective networks within UNSW, particularly with leaders and key support staff within faculties and schools to ensure a shared responsibility for Indigenous student success.
• Represent Nura Gili on UNSW decision making committees relevant to current students e.g. Faculty Committees, Scholarships Committees etc.
• Develop and maintain key strategic external partnerships e.g. with other educational institutions, communities, Industries and Organisations involved in providing career opportunities after graduation etc.
• Lead and manage a team of dedicated and highly engaged Student Success Officers who provide exemplary support services for Indigenous students enrolled across all Faculties at UNSW including provision of academic support, facilities and pastoral care. Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SKILLS AND EXPERIENCE

• This is an identified position and applicants must be an Aboriginal and /or Torres Strait Islander person. Confirmation of Aboriginality will be required
• An undergraduate degree in a relevant discipline and extensive relevant professional experience in program planning, execution, and review processes.
• Demonstrated experience and leadership in the provision of academic, welfare and pastoral support to Indigenous students in higher education
• Well-developed leadership skills with the ability to manage, motivate and coach staff to maintain a service-focussed work culture and team cohesion
• Demonstrated high level of interpersonal and oral communication skills and extensive experience in exercising initiative and discretion in judgement together with the ability to maintain confidentiality at the highest level, liaise with senior staff, work across cultures and maintain collaborative working relationships
• Advanced analytical and problem-solving skills and the ability to plan at both the strategic and operational levels as well as successfully manage competing work priorities, meet deadlines and develop effective solutions to identified problems
• Demonstrated ability to develop, deliver and continually improve processes and systems to achieve organisational goals
• Knowledge and understanding of the needs and concerns of Indigenous secondary and tertiary students including legislation and policies that apply to Indigenous students in the higher education sector
• Demonstrated understanding of contemporary issues facing Indigenous Australians and ability to communicate sensitively and effectively with Indigenous Australians
• Ability and capacity to implement required UNSW health and safety policies and procedures
• Working with Children Check