POSITION DESCRIPTION

Students as Partners, Program Officer

Position Summary

The Division of Equity Diversity and Inclusion was established in August 2017 to enable UNSW to pursue social justice for its students, staff and community and so be recognised as an international exemplar in equity, diversity and inclusion. This is being achieved through creating a culture that encourages equity, supports a diverse and inclusive staff and student community, and works with partner communities and the broader society towards positive change. The Division is responsible for a number of KPIs for staff and student equity.

Access and Equity (Students) sits within this Division and has carriage of the integrated strategy to widen access for students from low socio-economic status (SES) backgrounds to UNSW. The Access and Equity (Students) unit is a portfolio of pre-entry programs, outreach and initiatives supporting UNSW’s commitment to a just society. Its overall aim is to increase access to university, including to UNSW, for students who are underrepresented in the tertiary education sector.

The Students as Partners Program Officer supports the social inclusion work of Access and Equity (Students), in leading a core program of Students as Partners, including mentoring and WIL. The work will take place within metropolitan and regional NSW. Travel to western Sydney and intrastate to work with partner schools may be required along with hours that are outside of 9am-5pm.

The Students as Partners Program Officer reports to the Learning Experiences Manager and supervises enrolled students (up to 200) at UNSW regularly.

Accountabilities

Specific accountabilities for this role include:

- Design, develop, implement, monitor and evaluate a Student as Partners Program for UNSW, to deliver the core educational outreach program in schools and on-campus, and as part of a strategic
pre-tertiary transition project targeting support for students who are underrepresented in higher education.

- Lead the selection, training and on-boarding of students, and work closely with other business areas of the University and faculties to ensure there is a core group of Students as Partners (approximately 200) that can adapt, be agile and contribute to a range of programs in response to institutional need.
- Lead the Students as Partners program and work collaboratively within the business area to ensure a seamless transition to a Student led delivery model.
- Maintain up to date knowledge of research and best practice in the area of student led mentoring, co-design and volunteer programs. Develop project monitoring, evaluation and reporting which ensures continuous improvement and the utilisation of best practice models.
- Appropriately identify and manage risks associated with working with young people and currently enrolled students and ensure risk mitigation strategies are in place.
- Create student training modules and adopt technological solutions such as Open Learning Environments (OLE’s) and online resources and manuals for the training of staff and students.
- Contribute the area targets and KPI’s by playing a pivotal role in ensuring the workflows between the areas of the program implementation and delivery and educational design are seamless.
- Support the delivery of the program in the work area and provide subject matter expertise on mentoring and volunteering which can be utilised broadly for other core program components as require.
- 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

- A relevant degree and experience, or an equivalent level of knowledge gained through any combination of qualifications, training and experience.
- Demonstrated experience with University student mentor or volunteer management and multi-modal training, learning and development practices.
- Demonstrated expertise and understanding of facilitation for learning strategies, peer mentoring practices and constructive feedback protocols to develop mutually beneficial Students as Partners program engagement opportunities.
- Demonstrated ability to build and maintain positive and productive relationships with key stakeholders, including University staff, University students, Alumni, school staff and external partners.
- Superior communication skills including proven learning facilitation and presentation skills, ability to communicate effectively with young people (both University and High School students) and the ability to write effectively for a wide range of audiences.
- Demonstrated high level organisational and administrative skills including the ability to prioritise tasks and operational needs, flexibly respond and adapt to changed circumstances and work independently and collaboratively.
- A full and unencumbered driver’s licence and the ability to work outside of normal working hours and work at locations across Sydney and NSW.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.