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POSITION DESCRIPTION

Director of Indigenous Legal Education (Identified)

Faculty/Division

Law & Justice

Classification Level

Academic Level B-E

Shiftwork status

NOT SHIFTERWORKER

Position Summary

The Director of Indigenous Legal Education (ILE) is the first point of contact for Indigenous students in the Faculty of Law & Justice for academic and pastoral support. They are responsible for developing opportunities for Indigenous students in the Faculty and for teaching in the Faculty's Indigenous access courses.

The Director ILE reports to the Deputy Dean (Education) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Program Promotion and Student Recruitment

- Promote UNSW Law & Justice Indigenous student access and enabling schemes, and be actively involved in recruitment activities.
- Assist with the selection of Indigenous applicants for awards, scholarships, prizes, and entry to outreach programs, Humanities Pathway Program and degree programs.

Teaching and Student Support

- Provide academic and pastoral care and support for Indigenous students enrolled at UNSW Law & Justice in alignment with Nura Gili's support program.
- Design learning activities and resources, assessment and feedback for all Indigenous teaching programs.
- Coordinate, teach, assess and supervise others teaching into Indigenous programs (including Pre-Law, Foundations Enrichment, Humanities Pathway Program).

- Develop and update the curricula of Indigenous student programs, including new courses.
- Initiate and be involved in implementing activities supporting the learning, experience and sense of belonging of students, including through Indigenous alumni and workplace opportunities.
- Liaise with student societies to increase engagement and support student belonging.
- Coordinate/assist with events, including welcome events, alumni events, and recruitment activities on and off campus.
- Maintain up to date records of program activities, student numbers, progression rates and provide colleagues with information on request.
- Work with the Development Officer and Careers Manager on support and employment opportunities for Indigenous students and the promotion of these to Indigenous students.
- Supervise and support the Faculty Indigenous Research Cadet.

Strategy and Leadership

- Be responsible for the Faculty's ILE budget.
- Sit (or arrange alternative representation) on relevant Faculty and University committees / working groups.
- Work with Faculty Leadership Group to implement Indigenous-related aspects of the Faculty strategy.
- Build relationships with colleagues in the Office of DVC Indigenous and Nura Gili and other University areas to facilitate effective ways to support student development and success.
- Undertake other duties as required by the Head of School and/or Deputy Dean (Education).

Other Requirements

- 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.
- Align with and actively demonstrate the [Code of Conduct and Values](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Ability to undertake teaching and/or research as appropriate to the level of appointment.
- A degree in law is highly desirable, but qualifications in a related discipline such as education, Indigenous studies or criminology will also be considered.
- Experience in developing and coordinating Indigenous education programs is desirable but not essential.

- Experience in teaching and learning design, development and delivery at undergraduate and/or postgraduate level, including experience using educational technologies and online delivery methods.
- Ability to work with Indigenous students and organisations, and to create and maintain ties with academic and professional staff.
- Highly developed interpersonal skills including the ability to liaise with a wide range of internal and external stakeholders and to show tact and discretion in dealing with sensitive and confidential matters.
- Strong analytical and problem-solving skills with well-developed organisational and time management skills.
- Commitment to attending relevant health and safety training.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

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.