



Position Description

Executive Officer

Office of the Pro Vice-Chancellor, First Nations Engagement

This is an identified position and applications are sought from Indigenous Australians pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW).

Classification	Level 7
Location	Bathurst
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	May 2024



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	Engagement All Injury Frequency Rate
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment



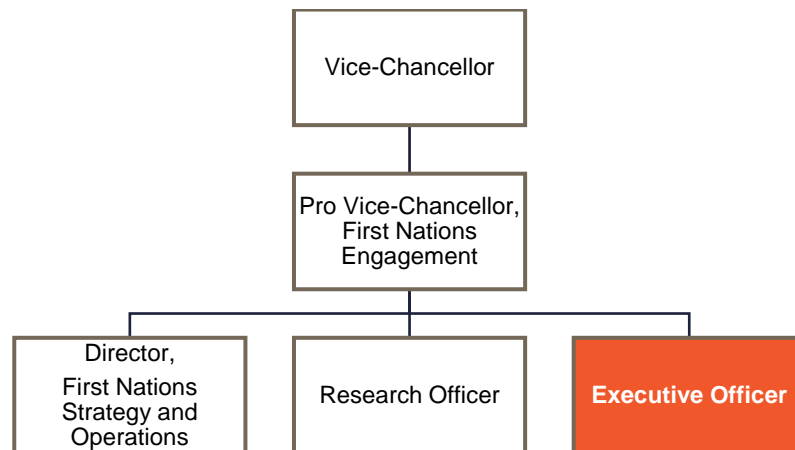
Office of the Pro Vice-Chancellor, First Nations Engagement

The Office of the Pro Vice-Chancellor, First Nations Engagement (OPVCFNE) is responsible for the strategic leadership of First Nations education, research, and engagement at Charles Sturt University through a whole-of-university approach. This includes ensuring a sustained focus on productive and impactful engagement with First Nations communities, scholars and researchers, organisations, and students. The OPVCFNE is responsible for leading a high-performance culture across the university so that CSU is making a positive difference in the lives of Aboriginal and Torres Strait Islander students, researchers, and strategic partners.

In addition, the OPVCFNE will lead and steer whole-of-university work with First Nations partners through the implementation of CSU's First Nations Strategy and by driving First Nations initiatives in collaboration with internal education, research, corporate, and engagement portfolios and with external community, business, and government partners.



Organisational chart



Reporting relationship

This position reports to: Pro Vice-Chancellor, First Nations Engagement

This position supervises: N/A

Key working relationships

- Staff within the Office of the Pro Vice-Chancellor, First Nations Engagement
- Executive Officer network
- Other stakeholders as required



Position overview

The Executive Officer provides high-level strategic, operational, business and administrative support to the Pro Vice-Chancellor, First Nations Engagement (PVCFNE).

The Executive Officer undertakes research, coordinates and monitors projects initiated by the PVCFNE, and writes a range of reports and communications. Primary responsibilities include management of Office budget and financial matters, managing competing activities and reporting requirements, coordinating high-level meeting attendance and requirements for the PVCFNE, and coordinating and drafting Office plans and strategic activities.

This is a critical position and the candidate must have the required analytical and organisational skills in addition to strong reporting, influencing and interpersonal skills to work with the relevant Charles Sturt stakeholders.

Principal responsibilities

- Develop, manage and/or participate in specific projects on behalf of the PVCFNE, and monitor and report on outcomes.
- Together with the PVCFNE, operationally manage the Office budget, ensuring that strategic investments in staff and projects are scheduled in advance, on budget.
- Take responsibility for the day-to-day effective and efficient administration of the Office of the PVCFNE, including coordinating meetings, committees, and working groups (including preparing agendas and taking minutes); reviewing correspondence and reports; and making independent decisions regarding priorities.
- Undertake research and prepare reports on behalf of the PVCFNE. This includes regular reporting timeline requirements and ad hoc needs of the PVCFNE.
- Coordinate and provide strategic and policy advice and feedback on a range of topics that relate to the operations of the OPVCFNE.
- Coordinate operations (in conjunction with the Leadership Team) including coordinating compliance activities, the establishment of file storage systems, divisional communications, ensuring repositories are accurate etc.
- Other duties appropriate to the classification as required.



Role-specific capabilities

Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Write and report	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
Learn and research	Learn rapidly, gather information, understand rapidly, manage knowledge, foster organisational learning
Plan and organise	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.
Follow instructions and procedures	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#).
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



Selection criteria

Applicants are expected to have the following requirements to be considered for this position.

Essential

- A. Identify as an Indigenous Australian; demonstrate a level of knowledge and understanding of Indigenous Australian cultures and societies appropriate to the position; including lived experience and understanding of the issues affecting people in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander people.
- B. Completion of a relevant degree, normally with at least 4 years' subsequent relevant work experience; or extensive experience and management and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and / or experience.
- C. Strong stakeholder management skills to be able to represent the division and demonstrated communications skills, including the ability to write clearly and persuasively.
- D. Proven ability to work autonomously as well as within a team, manage tasks effectively, meet multiple deadlines and balance competing priorities in a senior level and high-volume environment.
- E. Demonstrated commitment to continuous improvement, with demonstrated experience in managing budgets, projects; and identifying and implementing improved systems and/or work practices in the workplace.

