



# Position Description

## Project Manager, First Nations Pathways

First Nations Pathways

Division of Student Success

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

**Classification** Level 8

**Delegation band** [Delegations and Authorisations Policy \(see Section 3\)](#)

**Special conditions** Ability to travel, involving overnight stays, is a necessary component of this role. Hours of work will be allocated according to student needs within the 7am-7pm band.

Appointment is conditional upon the successful applicant producing, satisfying and maintaining a “Working with Children Check”, in accordance with the Commission for Children and Young People Act (NSW).

**Workplace agreement** [Charles Sturt University Enterprise Agreement](#)

**Date last reviewed** February 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:

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<b>Our Students</b>	<ul style="list-style-type: none"><li>• Commencing progress rate</li><li>• Student experience</li></ul>
<b>Our Research</b>	<ul style="list-style-type: none"><li>• Research income</li><li>• Research quality and impact</li></ul>
<b>Our People</b>	<ul style="list-style-type: none"><li>• Engagement</li><li>• All injury frequency rate</li></ul>
<b>Our Social Responsibility</b>	<ul style="list-style-type: none"><li>• Underlying operating result</li><li>• Community and partner sentiment</li></ul>

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## Division of Student Success

Staff in the Division of Student Success work collaboratively with faculties and divisions to enhance students' University experience. We recognise that successful transition into university depends upon a holistic approach involving academic and social integration. Through inclusive practices we enhance participation in chosen courses of study and enable people to make smooth transitions into university and the workforce.

The Division of Student Success ensures a positive correlation between a collegial, humanistic approach to student success and creates an authentic, down-to-earth, and welcoming student experience. The Division focuses on delivery of para-academic support for students that assists students in their academic and career journey and aims to lead industry best practice, contributing to the student-centred approach, student retention strategies and student satisfaction objectives of Charles Sturt University.

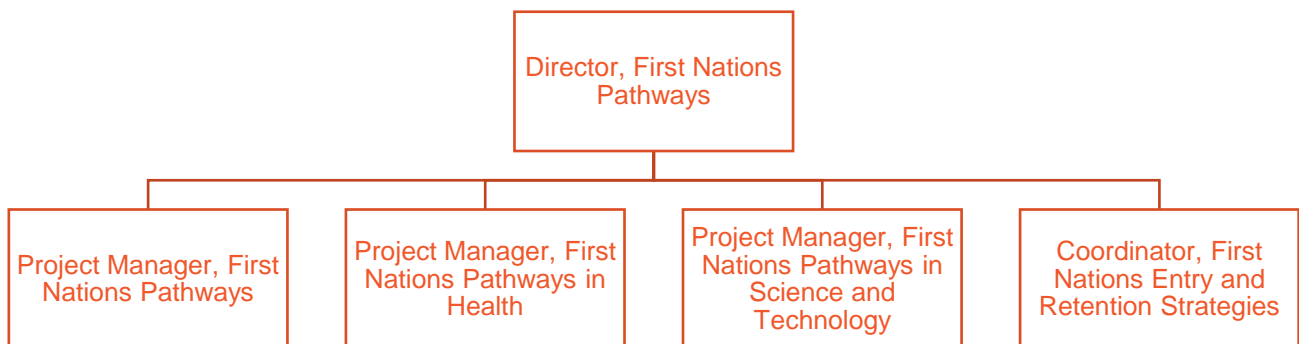
## First Nations Pathways

First Nations Pathways includes a suite of programs and activities to engage with future First Nations students including aspiration building, transition and enabling programs, direct entry programs and design of customisations to experiences and support.

First Nations Pathways includes engagement strategies targeted to school aged students and schools, vocational education and training students and graduates, vocational education and training providers, mature aged learners and First Nations communities.

First Nations Pathways also includes engagement strategies targeted to offer a cohesive model of workforce development tailored to an industry/sector, combining vocational and higher education qualifications, working with key employers and industry bodies, to provide a seamless student experience.

## Organisational chart





## Reporting relationship

**This position reports to:** Director, First Nations Pathways

**This position supervises:** Nil

## Key working relationships

- Director, First Nations Pathways
- Faculty and School staff
- Brand, Marketing and Communications teams
- Division of Student Success
- Division of Customer Experience

## Position overview

The Project Manager, First Nations Pathways will provide expert leadership, advice, and support to the University regarding initiatives that contribute to outstanding First Nations end-to-end pathways and outcomes aligned to the First Nations strategic sub brand.

The position fosters collaboration with other teams, to effectively implement digital strategies and face-to-face activities to engage with First Nations networks in relation to First Nations Pathways. This includes First Nations Pathways projects targeting youth and mature age pathways; social media; employers/sector peak bodies liaison; and customised course-based initiatives.

The Project Manager, First Nations Pathways has responsibility for the development, implementation and evaluation of targeted end to end strategies and activities across the student lifecycle, in response to First Nations student insights and in accordance with agreements made with Schools/Faculties, aligned to the First Nations strategic sub-brand.

The Project Manager is directly responsible for management of funds associated with relevant First Nations Pathways programs and for ensuring that associated practices and processes are compliant with government and University policies and guidelines.

## Principal responsibilities

- Effectively lead and manage First Nations Pathways projects in collaboration with the Director, First Nations Pathways and a range of internal stakeholders to deliver outstanding First Nations student experience and outcomes.
- Analyse external stakeholder priorities to identify opportunities to develop customised learning experiences, workforce development and/or pathways for First Nations peoples.
- Lead strategic and operational planning and management of performance within the areas of responsibility and contribute to broader strategic planning activities.
- Effectively liaise with and influence internal and external stakeholders within the areas of responsibility to achieve outcomes and contribute to strategic direction and resource planning.



- Work collaboratively with Faculties, Schools and Divisions to enhance First Nations pathways, access, customised support, and post study pathways in identified priority courses.
- Manage all funds and resources allocated to relevant First Nations Pathways projects and activities, in ways that ensure that practices and processes are appropriate and compliant with relevant regulations, policies and guidelines.
- Contribute to a high performing First Nations Student Pathways team, nurturing a respectful, trusting and collaborative environment.
- Undertake other duties as appropriate to the classification as required.

## Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

<b>Focus on service</b>	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
<b>Innovative</b>	With creativity at our core, be open to new ideas and seek to find better ways.
<b>Live our values</b>	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
<b>Network</b>	Bring people together and build relationships that deliver desired benefits and outcomes.
<b>Influence</b>	Create compelling arguments to persuade others and promote ideas that add strategic value.
<b>Analyse</b>	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.

## 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 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 address the selection criteria when applying for this position.

### Essential

- A. Identify as an First Nations Australian; demonstrate a level of knowledge and understanding of First Nations 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. Demonstrated communication and negotiation skills to considerately and effectively work with relevant stakeholders on matters relevant to the delivery of quality higher education to Aboriginal and Torres Strait Islander people.
- C. A degree with substantial extension of theories and principles, normally requiring at least 8 years of relevant graduate experience; or a range of management experience; or postgraduate qualifications with relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- D. Highly developed organisational skills with a demonstrated ability to effectively manage competing priorities and meet deadlines.
- E. Demonstrated commitment to applying culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of culturally diverse people in all work practices at both the strategic and operational levels.
- F. Current Class C Driver's licence





Brisbane

## New South Wales

Dubbo

Port Macquarie

Orange

Bathurst

Sydney

Goulburn  
NSW Police Academy

Wagga Wagga

Canberra

Albury-Wodonga

Wangaratta  
Regional Study Centre

## Victoria

Melbourne

● - Capital city ● - Campus location

