

POSITION DESCRIPTION

Academic Services
University Services

Munarra Youth Futures Accommodation Activities Officer

Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

POSITION NUMBER	0045405
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 3 - \$55,113 - \$60,852 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part Time
BASIS OF EMPLOYMENT	Fixed term available for 8 months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Name: Leonie Dwyer Tel +61 3 5823 6600 Email dwyerl@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

ACADEMIC SERVICES

Academic Services brings together student, academic and library services in an integrated network to support the University's core business of learning and teaching, research and engagement.

The Murrup Barak, Melbourne Institute for Indigenous Development was established in 2009 to increase the impact of the University of Melbourne's Indigenous programs and maximise the University's contribution to Indigenous development. The Murrup Barak now operates across three program areas: Indigenous Student Programs, Academic Programs and Partnerships and Development.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Academy of Sport, Health and Education (ASHE) is an initiative to improve the education, health and employment outcomes for Indigenous people. The Activities Officer will play a role in our Independent Living Program - Munarra Youth Futures for ASHE students. Supporting the students whom live in the Accommodation program after hours and some weekends in sport, arts, hobbies, life skills, employment, facilitation of day to day needs and student recruitment and wellbeing. A key aspect of the role is ensuring the continued development of ASHE as a rigorous but highly supportive learning hub for indigenous young people. The Activities Officer will report to the Academy of Sport Health and Education (ASHE) Manager and/or Co-ordinator and will be based in Shepparton.

Reporting line: *

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Minimal

Organisational knowledge: Minimal

Judgement: Moderate

Operational context: *

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Support and guide ASHE students within the Munarra Youth Futures Accommodation program to become independent.
- Promote and maintain a robust and culturally safe educational environment at ASHE
- Assist in the coordination and delivery of ASHE extracurricular activities including overnight camps, field trips and course-related excursions.
- Assist in the planning and delivery of ASHE specialist or community programs as appropriate
- Positively represent ASHE in a variety of internal and external activities.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

Selection Criteria:

Education/Qualifications

The appointee will have: A relevant tertiary qualification with substantial related experience or an equivalent combination of experience and training

Knowledge and skills:

1. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

2. Excellent interpersonal skills and demonstrated ability to delegate. Knowledge and understanding of Indigenous culture and a proven ability to work with indigenous communities to support student learning.
3. Proven ability to build and maintain confidence and motivation in young people.
4. Demonstrated ability to contribute ideas and initiate new ways of working, shows enthusiasm for project work and special assignments.
5. A professional approach, with the ability to regulate own behavior, comprehend organizational structure and culture and act appropriately in the execution of duties.
6. Displays a commitment to quality client service, values the supplying of accurate and timely information and relates to people from diverse backgrounds.

Desirable

7. Awareness of, and interest in the work of the Academy of Sport Health and Education
8. Flexibility and energy to participate in a range of ASHE extracurricular activities including overnight camps.

Other job related information:

- Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic)
- A current valid driver's license is essential for this position
- The position is based in Shepparton at the University of Melbourne's Academy of Sport, Health and Education accommodation program in Shepparton.