



POSITION DESCRIPTION

Position:	7127 Academic Success Officer
Work Area:	Buranga Centre Moreton Bay
Classification:	Level 5
Supervisor:	6343 Community and Student Adviser
Incumbent:	Vacant

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF INDIGENOUS SERVICES

The Buranga Centre focuses on a safe and inclusive environment for Aboriginal and/or Torres Strait Islander stakeholders. This is achieved by providing services to enhance student success and well-being. The development of cultural competency is an important tool in enabling success. A range of activities are undertaken to create a vibrant and healthy community. The staff work across Campus with multi-disciplinary teams to enhance student success.

PRIMARY OBJECTIVES OF THE POSITION

1. To enhance students' success via the provision of quality, highly developed student services that improve the student experience.
2. To engage students in university life through activities and advice that enhance their well-being.
3. To provide local advice and assistance to improve learning outcomes for Aboriginal and/or Torres Strait Islander students.

NATURE AND SCOPE OF POSITION



Under the general direction of the Community and Student Adviser, the Academic Success Officer will support Student Success activities in the Buranga Centre by providing advice and services to students and key stakeholders (e.g. to Schools and Student Services). The Academic Success Officer will address operational objectives that enhance success for Aboriginal and/or Torres Strait Islander students and positive student experience outcomes. The incumbent will be responsible for engaging, supporting, and monitoring students across campuses.

To perform this role, it is essential that the incumbent be an Aboriginal or Torres Strait Islander person. It is a genuine occupational requirement and welfare measure under sections 25 and 104 respectively of the Anti-Discrimination Act 1991 that applicants are Aboriginal or Torres Strait Islanders.

Aboriginal and Torres Strait Islander person means a person who:

- (a) identifies as an Aboriginal and/or Torres Strait Islander person; and**
- (b) is of Aboriginal and/or Torres Strait Islander descent; and**
- (c) is accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which they live, or formally lived.**

KEY ACCOUNTABILITIES OF THE POSITION

1. Enhance student success, retention, and completion through the delivery of activities and services such as academic skills advising, pastoral care, residential life activities, financial support, cultural safety, and other activities.
2. Support the continuous improvement of best practice strategies that improve Aboriginal and/or Torres Strait Islander student enrolment, progression and completion while enhancing the student experience and sense of belonging with the University.
3. Support the recruitment, development, and monitoring of Aboriginal and/or Torres Strait Islander Student Ambassadors for the centre, thereby meeting the student advising needs of Aboriginal and/or Torres Strait Islander students.
4. In conjunction with other student services and engagement teams, provide advisory and referral services to Aboriginal and/or Torres Strait Islander students on a range of issues relating to student progress and wellbeing.
5. Work with the Community and Future Student team to support the recruitment, training and services provided by Aboriginal and/or Torres Strait Islander Student Ambassadors in support of student success outcomes.
6. Deliver information sessions and activities that inform understanding and knowledge of Buranga Centre activities.
7. Maintain information resources, including learning materials and electronic student records.
8. Develop and maintain collaborative relationships with relevant internal and external stakeholders to inform and enhance the student experience and optimise development opportunities.
9. Support the delivery of student communications in collaboration with key stakeholders (e.g. UniSC Schools, Student Services and Access & Diversity)
10. Contribute to a positive and safe work environment for you and others by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.



11. Work with all aspects of Aboriginal and/or Torres Strait Islander services as an integral component of the Buranga Centre

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following Selection Criteria:

1. Completion of a degree or an equivalent combination of relevant experience and/or education / training.
2. Extensive experience working with Aboriginal and/or Torres Strait Islander students supporting their academic journey across the university.
3. A dedicated team member and advocate for the Buranga Centre as a university-wide tool for student success and Indigenous advancement.
4. Demonstrated ability to support the development and delivery of activities and initiatives that empower Aboriginal and/or Torres Strait Islander people to succeed in their educational endeavours.
5. Well-developed written and verbal communication skills and interpersonal and organisational skills, including the ability to:
 - work independently and as part of a team.
 - interact successfully with a wide range of people.
 - prioritise and meet deadlines.
 - maintain confidentiality of information.
 - use initiative and independent judgment.
5. An understanding of the Australian Higher Education sector.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.