

Position Description

Senior Co-ordinator, Indigenous Education

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| Position No: | Insert existing number if unchanged / NEW |
| Department: | La Trobe Learning and Teaching |
| School: | Office of Deputy Vice-Chancellor (Academic) |
| Campus/Location: | Melbourne (Bundoora) |
| Classification: | Higher Education Officer Level 8 (HEO8) |
| Employment Type: | Continuing, Full-Time |
| Position Supervisor: | Manager, Educational Development |
| Number: | new |
| Other Benefits: | http://www.latrobe.edu.au/jobs/working/benefits |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe Learning and Teaching – <https://www.latrobe.edu.au/ltlt>

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Position Description

Senior Co-ordinator, Indigenous Education

Position Context

The portfolio of the Deputy Vice Chancellor (Academic) is responsible for enhancing the quality of teaching, learning, the student experience, internationalisation, Indigenous education and employability outcomes. La Trobe Learning and Teaching (LTLT) is situated within the portfolio and works in partnership with La Trobe's Divisions, Colleges and Schools to enhance learning and teaching.

Led by the Pro Vice-Chancellor Learning, Quality and Innovation (PVC LQI), LTLT provides expertise to support and assist La Trobe University staff in promoting effective, high quality student learning and academic success. LTLT supports professional learning for both academic and professional staff, provides curriculum services, supports digital learning and learning innovation, and provides expert advice on learning and teaching performance.

LTLT is entering a period of renewal to ensure its expertise aligns with the goals of the University's Learning and Teaching Plan 2018-2022.

The position of Senior Co-ordinator, Indigenous Education, reports to the Manager, Educational Development. The position will support the implementation of the La Trobe Learning and Teaching Plan 2018 – 2022 and day-to-day operations, by contributing to the development, delivery and evaluation of programs and resources that support academic staff to ensure that Indigenous perspectives, contexts and learnings are embedded in courses across all disciplines.

Duties at this level may include:

- Design, develop and evaluate quality and innovative curriculum that embeds Aboriginal and Torres Strait Islander knowledges and contexts based on contemporary pedagogically-sound theory and up-to-date learning design practices.
- Provide guidance to support Schools and academic staff in the delivery of quality, innovative learning experiences to students that embeds Aboriginal and Torres Strait Islander knowledges and contexts using a range of strategies and technologies.
- Acknowledge, promote and build capacity in learning and teaching quality by promoting cultural awareness and inclusivity.
- Work in close collaboration with the PVC Indigenous and Indigenous Strategy and Education to promote Indigenous education
- Provide specialist advice to staff within LTLT and in Colleges on cultural awareness and inclusive education.
- Facilitate collaboration across the University, including through establishment of networks, learning communities and communities of practice.
- Use an evidence-based approach to build staff capability in providing pedagogically-sound, engaging, and innovative learning and teaching environments that transform the student learning experience.
- Proactively manage and maintain currency of knowledge in one or more areas of education specialisation, such as Aboriginal and Torres Strait Islander knowledges, curriculum design, assessment, technology-enhanced learning, and practically apply learning theory to academic support.
- Undertake other duties as directed by the Manager, Educational Development or PVC (LQI).

Key Selection Criteria:

- A degree with relevant work experience.
- Demonstrated experience in Indigenous education and Indigenous issues
- Experience in successfully designing, developing, delivering, and evaluating pedagogically-sound programs and resources that inspire, motivate, teach, and support adult learners through a range of delivery modes and models.
- Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Ability to be responsible for program/system development and implementation.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Strong interpersonal skills including ability to work collaboratively, negotiate, motivate, influence and build relationships.
- Demonstrated high level of self-motivation and personal management skills.
- Experience developing innovative solutions and contributing to strategic planning.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: