



POSITION DESCRIPTION

Associate Director, Aboriginal Business

April 2024

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	Academic
School / Section	Aboriginal Leadership
Location	Sandy Bay
Classification	<u>HEO Level 9</u>
Reports to	Pro Vice Chancellor Aboriginal Leadership
Direct reports	Nil
Delegation level	<u>Profile C</u>

The Opportunity

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Aboriginal Leadership portfolio, through the development and implementation of the *University's Strategic Plan for Aboriginal Engagement 2021-2024*, works to ensure the meaningful inclusion of Tasmanian Aboriginal people in the University's decision making, leadership, research and courses at all levels and in all disciplines. Led by the Pro Vice-Chancellor, the unit works closely with academic and professional staff in Colleges to drive the inclusion of Aboriginal knowledges across curricula and to ensure that research involving Aboriginal communities and their interests is conducted ethically, and in ways which meaningfully engage those communities and positively impact their needs.

This is an Identified position. The appointee will be an Aboriginal and/or Torres Strait Islander person. The University of Tasmania [Identified Position Guidelines](#) provide the requirements for confirmation of identity.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Associate Director Aboriginal Business manages and co-ordinates all strategic, research, budget and governance planning within the portfolio of the Pro Vice-Chancellor Aboriginal Leadership, including the Riawunna Centre. A key focus of the role is to provide high-level support to the Academic Director, Aboriginal Engagement, in partnership with the College of Arts Law and Education, for the development and operation of the University's new Indigenous Research Institute.

The role ensures the Pro Vice-Chancellor Aboriginal Leadership is fully briefed on matters arising from within the portfolio, the broader University and higher education sector that impact on research, teaching and learning, and Indigenous student success. The Associate Director uses an evidence-based and data-informed approach to lead the development of strategic plans and is responsible for managing critical cross-portfolio projects in partnership with Colleges and other Divisions across the University.

Under broad direction by the Pro Vice-Chancellor Aboriginal Leadership and supervision of the Academic Director Aboriginal Engagement, the Associate Director will function with a high level of independence, decisiveness, and strong judgement, informed by a comprehensive understanding of the research sector, the strategic goals and policy framework of the University and the Academic Division, and enabled by excellent working relationships with colleagues at senior levels across the University.

Key Result Areas

- Lead the development of the strategic priorities of the Aboriginal Leadership portfolio, especially in the implementation of the University's *Strategic Plan for Aboriginal Engagement 2021-2024*, including but not limited to leading strategic planning; major project management; budget and people planning; preparing high quality, data driven presentations and briefing papers and other relevant documentation; and liaising with University, industry and community stakeholders.
- Contribute business support to the establishment and operation of a community and industry-partnered research institute, including project management to achieve co-investment and securing competitive grant income, and meeting governance, acquittal and reporting requirements.
- Lead the University's planning for the distribution and acquittal of all Indigenous Student Success Program (ISSP) funds, including provision of executive support for the University's Indigenous governance processes.
- Support the Pro Vice-Chancellor Aboriginal Leadership to report against their strategic initiatives, by providing project management methodology training to senior staff and offering ongoing support as required with the project planning and delivery processes.
- Lead timely performance reporting on matters of strategic institutional importance to relevant University Executives and Committees, including Academic Senate.
- Act as the key portfolio contact for major projects, ensuring that staff are appropriately consulted and engaged in project planning, delivery and change processes, and Indigenous governance processes are met.
- Support the Pro Vice-Chancellor Aboriginal Leadership, and the broader University in engagement with the Indigenous organisations, representative bodies, and development agendas in Tasmania, nationally and internationally.
- Undertake other duties identified as within the portfolio of the Pro Vice-Chancellor

Aboriginal Leadership. This may include work health and safety; space management; workflow processes and systems, and supporting the implementation of change as required.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and that all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Leadership: Assumes responsibility to make decisions and effectively leads, motivates and inspires people to take action.
- Supportive: Understands others through listening and empathy, works well in a team and actively involves others by valuing individuals unique perspectives.
- Rapport Building: Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- Investigative: Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.

Core Capabilities

- Strategy into Action: Able to set, operationalise and activate strategy into specific actions, timelines and responsibilities to enable the University to deliver on key strategic goals.
- Community Engagement: Role models a genuine commitment to our mission and plays an active role contributing toward sustainable social, economic and cultural progress for the Tasmanian society we serve.
- Fostering Belonging: Fosters a sense of belonging and wellbeing, enables others to feel good and function to their fullest ability and role models respectful, inclusive and professional behaviours.
- Holistic Decision Making: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action.

Role Specific Skills, Knowledge and Experience

- This is an Identified position. The appointee will be an Aboriginal and/or Torres Strait Islander person. The University of Tasmania [Identified Position Guidelines](#) provide the requirements for confirmation of identity.
- A well-developed understanding of the operational, strategic and policy environment in which the educational, social and economic development requirements of Indigenous people can be addressed within the University context, together with a knowledge of, and sensitivity to the culture of Tasmanian Aboriginal people.
- A degree and/or an equivalent combination of relevant experience and/or training in business and/or project management or a related field, with extensive knowledge and experience of Indigenous research guidelines and practices in a higher education context.

- A record of successful project delivery, with specific experience in research management, business improvement and organisational change.
- A proven ability to manage business operations with demonstrated capability in strategic and financial planning, preparing briefing papers and presentations and sourcing, analysing and summarising data to support the preparation of committee papers and other high-level documentation.
- Excellent communication and interpersonal skills, with a demonstrated capacity to engage effectively with Indigenous students, staff and community.
- An approach which is inclusive and collaborative.
- Ability to perform a diverse range of tasks independently with precision, attention to detail and demonstrating sound judgement and decision-making ability.
- A solution focused approach with capacity to use discretion and initiative, particularly when dealing with matters of a sensitive nature; capacity to exercise sound judgement to complex issues and escalate appropriately in accordance with operating procedures.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position