

## Position Description

### **SENIOR CO-ORDINATOR – OPERATION AND DELIVERY - CERT IV IN ABORIGINAL CULTURAL HERITAGE MANAGEMENT**

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	Office of the Provost
<b>Division:</b>	School of Humanities and Social Sciences
<b>Department:</b>	Department of Archaeology and History
<b>Classification Level:</b>	HEO7
<b>Employment Type:</b>	1.0 FTE, Full-time, (can be 0.8 FTE part time), Fixed term
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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## **Position Purpose**

First Peoples State Relations (FPSR) has developed and funded a nationally accredited Certificate IV in Aboriginal Cultural Heritage Management that is offered through La Trobe University (La Trobe). This course is designed to grow skills in Aboriginal cultural heritage management for field-based heritage officers working in the Aboriginal Cultural Heritage Management industry. The Certificate addresses statutory responsibilities legislated under the the *Aboriginal Heritage Act 2006*. These statutory responsibilities create a greater demand for workers who have the skills and knowledge to make judgements about the cultural and heritage values which are present in a given area. The course also serves as a pathway program into the bachelor of archaeology and degree program at La Trobe for Aboriginal and TSI Certificate graduates.

The Certificate runs as a series of week long intensives delivered residually over a period of 10 months at the La Trobe (Bundoora) campus and other venues across regional Victoria. Training is delivered by Aboriginal facilitators and other professionals together with a work placement and where necessary, online delivery.

Government funded entry to the Certificate IV is available to Aboriginal and Torres Strait Islander people who have completed a 'Past and Present – Aboriginal Cultural Heritage Management Workshop' run by First Peoples-State Relations (FPSR). A number of self funded places are also available to eligible people who have not completed a workshop. La Trobe offers approximately 20 places on the Certificate IV course each year.

The Senior Co-ordinator will be the program's key person in actively building relationships and partnerships with the Aboriginal community organisations and other government and non government stakeholders and La Trobe to ensure the effective running of the program. They will provide administrative and logistical support for the program and participate in teaching activities with the Senior Educator.

The position is based at the Melbourne La Trobe (Bundoora) campus and reports to the Senior Educator. The position requires a high degree of independence, initiative, autonomy, cultural awareness and also requires extensive regional travel.

## **Duties at this level will include:**

- Performing tasks requiring the integration of professional knowledge to manage significant programs, or develop, review or evaluate significant policies, programs or initiatives.
- Negotiating solutions where a range of interests must be accommodated, often requiring working with contributors with different areas of expertise.
- Assisting with teaching, training, and assessment of the Certificate IV program.
- Administering the event component of all teaching weeks and graduation via liaison with Senior Educator – including accommodation, meals and other bookings as required.
- Providing financial support to the Senior Educator, including orders and payments.
- Liaising with Senior Educator and Manager RTO Compliance to ensure timely and accurate delivery, including key touchpoints, enrolment, reporting and graduation.
- Managing a student reimbursement system in line with FPSR contract deliverables.
- Assisting with student communications, liaison, and pastoral care.
- Support FPSR around finance for the running of two workshops each year.
- Delivering ad hoc administrative support where required – during fieldtrips or in the classroom.

## **Essential Criteria**

- A degree in Archaeology or equivalent cultural heritage experience, training and/or experience.

### **Skills and knowledge required for the position**

- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Hold or work towards current VET training and educator compliant qualification.
- Experience in Aboriginal cultural heritage management or Indigenous studies
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Ability to actively participate as a member of a team to ensure achievement of common goals; showing respect for the views and contributions of others; consulting with others and sharing relevant information
- Demonstrated awareness of and empathy with cultural issues.

### **Capabilities required to be successful in the position**

- Knowledge of own strengths, weaknesses, and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation, and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.
- Ability to implement improvements to local processes.
- Ability to be able to travel extensively across regional Victoria in a University vehicle, including 4x4 vehicle use.

### **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.

### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### **Why La Trobe:**

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

## La Trobe Cultural Qualities



### **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 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 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*

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For Human Resource Use Only

Initials:

Date: