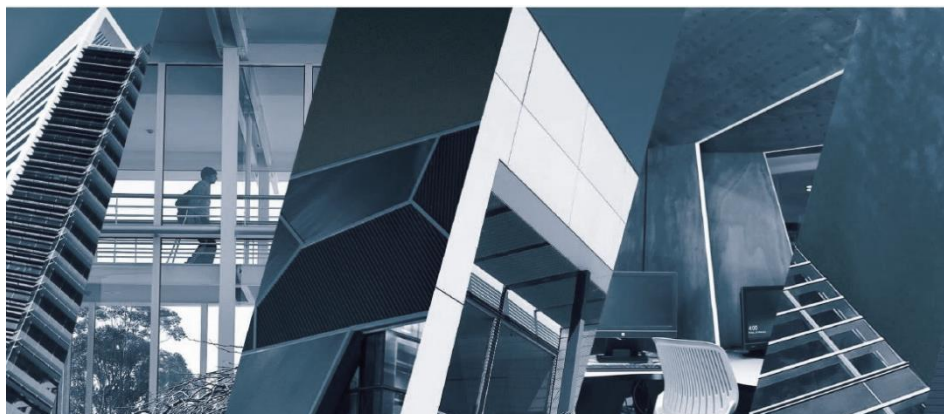


Position Description



Position title:	HE Team Leader, Aboriginal Student Success
School/Directorate/VCO:	Aboriginal Education Centre
Campus:	Mt Helen or Gippsland Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Fixed term employment
Further information from:	Katrina Beer, Manager, Aboriginal Education Centre Telephone: (03) 5327 9244 Email: k.beer@federation.edu.au
Recruitment number:	851870

In accordance with the University's Aboriginal and Torres Strait Islander Peoples Workforce Strategy; and under Special Measures Section 12, 28 and 88 of the Equal Opportunity Act 2010; the University has designated this position as an Identified Aboriginal and Torres Strait Islander Position.

Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Position summary

The HE Team Leader, Aboriginal Student Success is a member of the Aboriginal Education Centre and is responsible for supporting Aboriginal and Torres Strait Islander students and communities across the Higher Education (HE) sector and where required the TAFE Sector.

The HE Team Leader, Aboriginal Student Success is responsible for the day-to-day operations of higher education, Aboriginal and Torres Strait Islander community and student engagement and success. The HE Team Leader, Aboriginal Student Success is responsible for ensuring that all processes are effective and efficient, and fit within the policy framework of Federation HE sector. The incumbent will be accountable for the identification of key areas of improvement including the development and implementation of quality procedures and processes and associated policy development and implementation especially regarding student recruitment, retainment and completions.

The HE Team Leader, Aboriginal Student Success will have extensive knowledge of the operations within other Federation student support services, Aboriginal Community Controlled Organisations (ACCO's) and other Aboriginal services. In line with the Federation's Student Retention and Success Strategy, Aboriginal Education Strategy, ISSP development and implementation and reporting requirements this role works productively with students to foster success in their educational and employment aspirations and pathways.

Travel between campus will be required.

Portfolio

Federation is an education provider who enables cultural security of Aboriginal and Torres Strait Islander staff and students. Aboriginal and Torres Strait Islander people will be empowered to succeed. Aboriginal and Torres Strait Islander knowledge and cultural practice will be firmly embedded in the University environment.

The Aboriginal Education Centre (AEC) has a strong and vibrant cultural presence at Federation University with five offices based across the following campuses - Mt Helen, SMB, Wimmera, Berwick and Gippsland and is the central location for all Aboriginal and Torres Strait Islander matters at Federation. The AEC supports Aboriginal and Torres Strait Islander students and can also refer students to services and support at Federation University and other community organisations.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Effectively manage and supervise the HE, Aboriginal Student Success team with an emphasis on providing coaching, guidance, mentoring and supporting staff members to achieve their full potential as well as cross collaboration with the TAFE, Aboriginal Student Success team.
2. Ensure the efficient day-to-day operation of the team by determining work priorities, including regular team meetings and professional development. Actively participate in strategic planning and continuous improvement activities within the Aboriginal Education Centre (AEC).
3. Assist with the development, implementation, monitoring and review of strategies and action plans relevant to advancing Aboriginal and Torres Strait Islander opportunities and outcomes. Organise and promote campus and community-based events, cultural projects designed to foster a culturally inclusive environment.
4. Build and maintain strong, mutually beneficial relationships and act as a trusted expert with internal and external stakeholders including Aboriginal community organisations, Koorie Educators, the Local Aboriginal Education Consultative Group (LAECG), Aboriginal and Torres Strait Islander students, teaching and support departments, and local government. Contribute and actively participate in various forums on Aboriginal and Torres Strait Islander peoples' education, training and employment.
5. Take a lead role in enhancing outcomes for Aboriginal and Torres Strait Islander learners by providing strategic support and advice to build cultural inclusivity and cultural perspectives in the curriculum. Provide high level support to students, teaching and support departments to ensure they are equipped with the appropriate supports and referrals required.

6. Act as a recognised authority and undertake the review and implementation of policies and procedures relating to recruitment and retention of students and make recommendations to increase Aboriginal and Torres Strait Islander student commencements and completions.
7. Contribute to development of the Indigenous Student Success Program planning and yearly report and provide the local Aboriginal and Torres Strait Islander community with regular reports on Aboriginal and Torres Strait Islander programs and student services within higher education at Federation.
8. Contribute to monitoring program expenditure and compile financial and activity reports, including ITAS and signing off on tutor timesheets with a high level of attention to detail.
9. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
10. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The HE Team Leader, Aboriginal Student Success will work under the broad direction of the Manager, Aboriginal Education Centre and in collaboration with the Aboriginal Education Centre team. The HE Team Leader, Aboriginal Student Success will be required to lead the HE, Aboriginal Student Success team communicate with a wide variety of people and organisations, both internally and externally to fulfil the functions of this position.

The HE Team Leader, Aboriginal Student Success will be required to work collaboratively on a day-to-day basis with all levels of Federation staff across the Higher Education campuses and external key stakeholders. This position will have knowledge of the issues and challenges faced by Aboriginal and Torres Strait Islander students that impede learning and employment and will implement strategies and processes that enables their retention and successful educational and employment outcomes.

The HE Team Leader, Aboriginal Student Success will be required to use their initiative, make sound decisions, solve problems and make judgement on the appropriate referral services and will utilise technical knowledge, experience and understanding of legislation, policies, procedures, theory and best practice within an educational setting.

Position and Organisational relationships

The HE Team Leader, Aboriginal Student Success will report to the Manager, Aboriginal Education Centre. The HE Team Leader, Aboriginal Student Success will liaise with external stakeholders within the Aboriginal and Torres Strait Islander community on the University's Aboriginal and Torres Strait Islander programs and student services.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a degree with at least four years subsequent relevant experience; or
 - extensive experience and management expertise in Aboriginal and Torres Strait Islander peoples' workforce development, technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education and training.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).
3. Current full driver's licence is required to travel between campuses.

Experience, knowledge and attributes

4. In accordance with its Aboriginal and Torres Strait Islander Employment Strategy, the University has designated this position as an Identified Aboriginal or Torres Strait Islander Position. Only Aboriginal and Torres Strait Islander people are eligible to apply.

Proven ability to provide confirmation of Aboriginality and/or Torres Strait Islander Identity or a Statutory Declaration of Aboriginality and/or Torres Strait Islander identity and provide at least one reference from an Aboriginal and/or Torres Strait Islander person.
5. Demonstrated high level practical experience and understanding of contemporary issues affecting Aboriginal and Torres Strait Islander peoples', particularly in relation to participation in the workforce and tertiary sector.
6. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander communities and cultures; and an ability to meaningfully communicate with Aboriginal and Torres Strait Islander peoples'.
7. Demonstrated leadership and management experience with an emphasis on continuous improvement and the development of effective work teams.
8. Demonstrated ability to develop strong partnerships including excellent interpersonal skills, creative mind set and solution-based problem-solving skills and the ability to communicate, influence, liaise and negotiate with a wide range of people including those at senior levels inside and external to the university.
9. Demonstrated ability to research, analyse information and produce high quality written reports, prepare grant applications and briefings to management.
10. Demonstrated ability to manage programs by monitoring expenditure, preparing financial and activity reports and submissions.
11. Demonstrated expertise in interpreting policies and procedures, legislation and providing high-level and specialised advice to stakeholders.
12. Demonstrated working knowledge and application of the Child Safety Standards.
13. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.