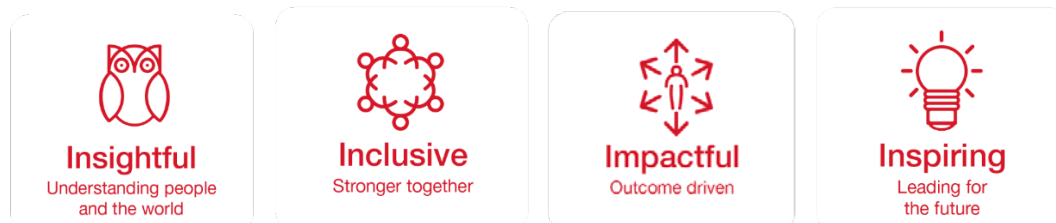


ALLaN Adviser (Literacy & Learning)

Division of Student Services
Academic Success

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	28
Special Conditions	<p>Ability to travel, involving overnight stays, is a necessary component of this role.</p> <p>Hours of work will be allocated according to student needs within the 7am-7pm band, 7 days per week.</p>
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	28 February 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Division of Student Services

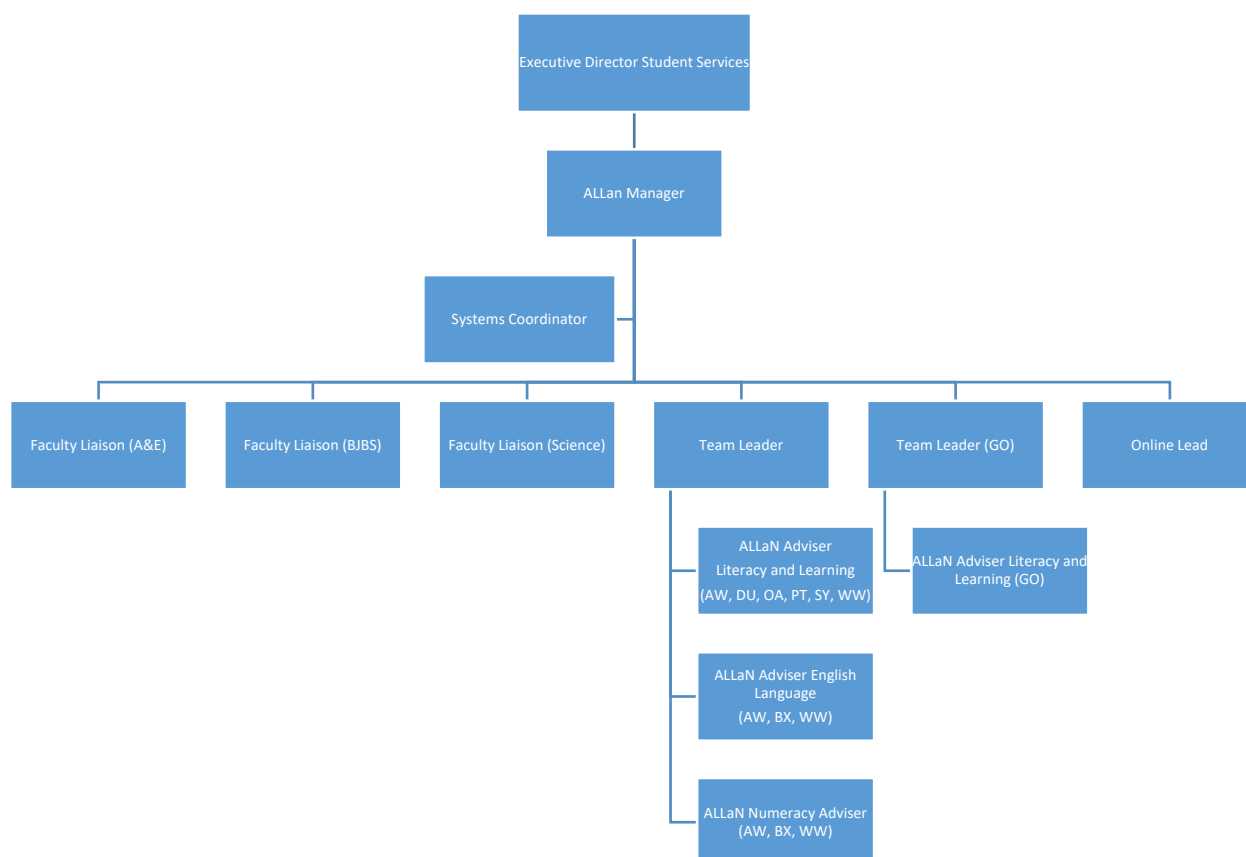
The Division of Student Services works collaboratively with Faculties and Divisions to enhance students' University experience. The Division recognises that a successful transition into university requires a holistic approach to both academic and social integration. Through inclusive practices we build aspiration levels for Higher Education, enhance participation in chosen courses of study and enable people to make smooth transitions into University, successful study, and become effective members of their profession.

The Academic Success team works with students throughout their entire University journey. Starting in schools, Academic Success works to build awareness and aspiration for university study. We deliver a range of assessment, pathway and enabling programs to facilitate equitable access to CSU and to prepare students for their studies.

Our expert staff work with Faculty and directly with students to help them develop the CSU graduate attributes in literacy, numeracy and lifelong learning. We provide an extensive academic support program for Indigenous students and we also help students plan for their careers and find a job. Our services are free of charge to all enrolled CSU students and are accessible in person and online.

The Academic Literacy, Learning and Numeracy (ALLaN) Team helps students develop their academic literacy and numeracy skills. Students can submit assignment drafts for feedback, book an individual appointment or attend a workshop. The ALLaN team works with Faculty to embed academic literacy skills into the curriculum and can design bespoke programs according to the specific needs of students.

Organisational Chart



Reporting Relationships

This position reports to: Team Leader, Academic Literacy, Learning and Numeracy (ALLaN)

This position supervises: N/A

Key Working Relationships

- ALLaN Faculty Liaisons
- ALLaN Manager
- ALLaN Advisers
- Students
- Academic staff

Position Overview

The ALLaN Adviser (Academic Literacy & Learning) will support the University in regard to student academic literacy and learning development. The Adviser will facilitate the dissemination and implementation of the CSU *English Language and Numeracy Policy* by delivering services and programs to enable student achievement of the CSU Graduate Learning Outcomes in Literacy and Learning. The ALLaN Adviser (Academic Literacy & Learning) will develop and deliver programs to CSU students in both face to face and online delivery modes for individuals and groups of students.

Principal Responsibilities

- Deliver services and programs to enable compliance with the University *English Language, Literacy and Numeracy Policy*, including supporting Faculty staff to develop and assess student literacy.
- Develop and deliver high quality programs and services to students in order to develop the necessary academic literacy and learning skills for successful university study. This will involve both face to face and online delivery to individuals and groups of students.
- Assist in the development, delivery and evaluation of high quality resources to support achievement of the CSU Graduate Learning Outcome in Academic Literacy and Numeracy (for both students and staff).
- Assist in providing expert and collaborative input into courses and subjects undergoing development in order to support student achievement of the CSU Graduate Learning Outcomes in Academic Literacy and Numeracy.
- Maintain professional currency in the ALLaN and Learning and Teaching fields and apply relevant theories, principles and strategies in the CSU context.
- Actively engage in the broader working and achievement of the goals of the Division of Student Services Team, including attendance and participation in meetings, involvement in projects, preparation of reports and presentations, and participation in collaborative initiatives with team members and colleagues from the broader CSU community

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A relevant degree with at least 2 years subsequent experience in the areas of Academic Literacy and Learning.
- B. Recent teaching or instructional experience including a demonstrated ability to relate well to, engage with and engender confidence in students from diverse backgrounds to achieve learning outcomes.
- C. A sound understanding of the issues related to and demonstrated skills in the development of academic literacy and learning competencies necessary for students to succeed in university studies.
- D. Demonstrated capacity to engage in collaborative practice, contribute to a collegial environment and coordinate work with others to achieve quality outcomes.
- E. Highly developed interpersonal and communication skills, including excellent writing and presentation skills, and the ability to embrace cultural change and changes in professional practice.
- F. Proven ability to demonstrate initiative, independently prioritise work, meet deadlines and produce high quality outcomes in situations which may require negotiated solutions between diverse organisational areas.
- G. Strong technology skills to support a high quality learning experience for students and to operate efficiently as part of a physically distributed team with the capacity to learn and utilise new online technologies as appropriate.
- H. Willingness to undertake and meet the requirements of a Working with Children Check.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)