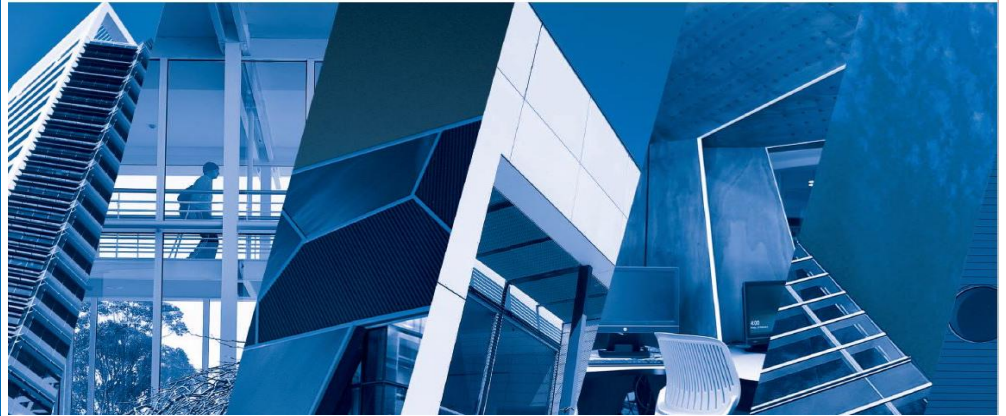


Position Description



Position title:	Manager, Aboriginal Education Centre
School/Section/VCO:	Vice-Chancellor's office (VCO)
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 9 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Associate Professor Sam Henson, Head of Campus (Ballarat) Telephone: (03) 5327 9420 E-mail: head.ballaratcampus@federation.edu.au
Recruitment number:	849763

Position summary

The Aboriginal Education Centre (AEC) at Federation University is responsible for Aboriginal and Torres Strait Islander student recruitment, access and support, and engages with all stakeholders to promote the University as a key site for Aboriginal and Torres Strait Islander tertiary education and training.

The AEC is the central University hub for Aboriginal student access and support activities, as well as being the visible Centre for University engagement with local, Regional and National Aboriginal and Torres Strait Islander communities and organisations, including Local Aboriginal Education Consultative Groups (LAECGs) and the Victorian Aboriginal Education Association Inc. (VAEAI).

The AEC aims to continuously improve student support services to Aboriginal and Torres Strait Islander Students across all campuses of the University. The AEC provides advice and support in all areas relating to students' progress and success, ensuring improved outcomes by providing high quality academic support and advice.

The Manager, Aboriginal Education Centre is the head of the University's Aboriginal Education Centre and a leading Aboriginal and Torres Strait Islander representative in the University. The primary objective of the Manager, AEC position is to ensure that the University and the AEC achieve their strategic goals in promoting access, recruitment and support for Aboriginal and Torres Strait Islander students at Federation University. The Manager, AEC will take a leading role in the development and implementation of the University's Aboriginal and Torres Strait Islander education strategy; policy development and implementation; overall supervision of programs and staff; and management of relations with internal and external stakeholders. The Manager, AEC is also responsible

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for statutory reporting to Government through liaison with the Head of Campus (Ballarat) and the Finance directorate.

Travel between campuses and throughout Victoria will be required.

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.

Key responsibilities

1. Lead and manage the administrative and operational requirements of the AEC, including financial management, supervision and development of staff.
2. Develop, implement and monitor adherence to policies, procedures and processes for the efficient and effective administration of the Centre, including preparation and implementation of an AEC Operational Plan.
3. Take a leading role in the development and implementation of the University's Aboriginal and Torres Strait Islander education strategy.
4. Improve and monitor the effective Aboriginal and Torres Strait Islander student recruitment and support mechanisms University-wide.
5. Increase Aboriginal and Torres Strait Islander student access to, and participation and success in, university study.
6. Strengthen partnerships with internal stakeholders (School/) and external stakeholders particularly Aboriginal communities and organisations within Victoria, to achieve enhanced interaction between the communities and the University.
7. Ensure accurate and timely statutory reporting to Government by liaising with relevant areas and directorates of the University to obtain information for the preparation of reports.
8. Ensure operating strategies are developed and implemented to ensure outcomes attached to external funding grants are delivered in a timely manner and within budget.
9. Represent the University at local, state and national Aboriginal and Torres Strait Islander Education fora.
10. Communicate and consult with staff on workplace and staffing matters.
11. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
12. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes 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.

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Level of responsibility

The Manager, AEC reports to the Head of Campus (Ballarat) and receives broad direction on the Aboriginal and Torres Strait Islander education objectives of the University.

The Manager, AEC will liaise closely with the Senior Leadership team on all aspects of the University's Aboriginal and Torres Strait Islander education initiatives.

The Manager, AEC is responsible for taking a leading role in the development and implementation of the University's Aboriginal and Torres Strait Islander education strategy and will independently develop, implement and manage an operational plan for the AEC based on the aforementioned strategy.

The Manager, AEC is responsible for managing, supporting and developing AEC staff members in achieving the objectives of the AEC.

Training and qualifications

Postgraduate qualification and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The Manager, AEC reports to and receives broad direction from the Head of Campus (Ballarat). The position is responsible for influencing the University community in meeting the tertiary education needs and aspirations of the local and regional Aboriginal and Torres Strait Islander communities. Furthermore, the Manager, AEC will proactively contribute to strategic decision-making regarding Aboriginal and Torres Strait Islander matters at University level.

The Manager, AEC is also responsible for developing functional relationships with Schools, and is required to work collaboratively with Student Experience and other relevant Portfolios/Directorates to continuously improve the student experience of Aboriginal and Torres Strait Islander students at the University. The Manager will engage with local, Regional and National Aboriginal and Torres Strait Islander communities and organisations, including LAECGs and VAEAI in order to facilitate and promote the University as a key education provider for Aboriginal and Torres Strait Islander tertiary education and training.

The Manager, AEC is further responsible for providing leadership, management and support to the liaison and education staff within the Centre, as well as providing advice to academic and teaching staff of the University on education matters relating to Aboriginal and Torres Strait Islander students.

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:

1. Postgraduate qualification and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.
2. Extensive knowledge of the needs and aspirations of the Aboriginal and Torres Strait Islander communities, particularly as they relate to education in general and tertiary education, and experience in developing strategies responding to these needs and aspirations.
3. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander communities and cultures including implementing cultural protocols and providing cultural expertise.

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4. Demonstrated skills and experience in leading a customer focused, collaborative, professional, engaged team based on trust which to develop and deliver strategies, projects and programs that strengthen Aboriginal communities.
5. Demonstrated experience and proven ability to engage with Aboriginal organisations, communities and individuals to foster productive and harmonious working relationships.
6. Demonstrated ability to develop and implement strategies, operational plans, policies and procedures that result in the integrated delivery of outcomes to meet strategic objectives.
7. Demonstrated communication and interpersonal skills, including the ability to liaise with and influence Government, industry, the communities and other sectors regarding education and training needs of the Aboriginal and Torres Strait Islander communities.
8. Demonstrated leadership and management skills, including the ability to determine resource needs and manage, support and develop staff to achieve objectives.
9. Demonstrated ability to develop and manage, budgetary and financial management requirements.
10. 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.
11. Demonstrated alignment with the University's commitment to child safety.

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.

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