Position Description

Senior Officer, Indigenous Student Engagement

Position No:	New
Business Unit:	Indigenous Strategy and Education
Division:	DVCS
Department:	Indigenous Strategy and Education
Classification Level:	HEO5
Employment Type:	Part time, Continuing
Campus Location:	Shepparton
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Purpose

The Senior Officers, Indigenous Student Engagement have a direct role to improve the participation, retention and success of Aboriginal and Torres Strait Islander students through a range of initiatives, programs, activities to support students' wellbeing and academic success.

This position is open to Aboriginal and Torres Strait Islander applicants only, as La Trobe University considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for the position under the 'special measures' of section 12 of the Equal Opportunity Act 2010 (Vic).

Duties at this level will include:

- Performs tasks which require knowledge of the standard application of theoretical principles, Indigneous cultural knowledges, procedures and techniques at the level of an inexperienced graduate working in their field or expertise.
- Provide Culturally appropriate pastoral care, social support and referral for Indigenous students, and referral to the Indigenous Student Advisor as appropriate. Requires judgement based on theoretical and technical knowledge pertaining to a range of differing situations. Exercises initiative in the application of systems and procedures.
- Performs tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Performs tasks where any advice which is provided is based on some depth of knowledge such that the information conveyed will normally influence how other work areas or individuals frame their actions or procedures.
- Where directed by the Senior Manager, Indigenous Strategy, Education and Community Liaison, participate in internal and external meetings providing advice on local Indigenous Australian perspectives and La Trobe Indigenous student engagement activities.
- Receive, respond to and/or refer initial and escalated enquiries from students with the aim of providing high quality support and accurate information.
- Under the guidance of Indigenous Academic Advisor, refer students to other university support mechanisms or external providers for student wellbeing and cultural safety.
- Enhance the Indigenous student experience by working to connect current students with the opportunities and services available at La Trobe including those delivered by the Indigenous Student Services and through other parts of the University.
- Implement activities and projects that create a sense of community and belonging and that contribute to La Trobe's ambitions in relation to the retention, progression and completion of current Indigenous students.
- Establish and maintain collaborative working relationships with internal and external stakeholders to enhance the impact of La Trobes's engagement with existing and future Indigenous students.
- Effectively manage communications with current students and other stakeholders as required.
- Undertake administrative tasks where required.

Essential Criteria

Skills and knowledge required for the position

- Education, training and/or relevant experience equivalent to completion of a degree.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander peoples, cultures historical and contemporary issues affecting participation in education. Experience working with Aboriginal people and knowledge of the local Aboriginal demographic.

- 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.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams and one-to-one and with a wide variety of stakeholders from diverse backgrounds.
- Build positive relationships with Aboriginal and Torres Strait Islander staff, students and the community whilst maintaining professional boundaries
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to implement improvements to local processes.

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.
- Must have a valid driver's license.

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.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *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 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 **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.

For Human Resource Use Only

Initials: Date: