

Position Title	Director Indigenous Student Services
Classification	Level 9
School/Division	School of Indigenous Studies
Centre/Section	
Supervisor Title	Pro Vice-Chancellor, Indigenous Education
Supervisor Position Number	FSR 101511
Position Number	FSR 305808

Your work area

The Office of the Pro Vice-Chancellor Indigenous Education (PVCIE) is responsible for leading the University of Western Australia's Indigenous Education Strategy which encompasses all areas of the University's activities. The PVCIE provides strategic leadership of the School of Indigenous Studies and is responsible for the operations and strategic developments of the Berndt Museum, and the Poche Centre for Indigenous Health. Through these entities the office has responsibility to deliver multi-disciplinary teaching and research programs, and provide specialised support and services to current and future Indigenous students.

Reporting structure

Reports to: Pro Vice-Chancellor, Indigenous Education

Your role

As the appointee you will, under broad direction, be responsible to the PVCIE and will lead the Indigenous Students Directorate within the School of Indigenous Studies. You will have a specific responsibility for the operation of Indigenous programs and initiatives and for establishing the strategic direction of these programs through development of priorities and strategies closely aligned with the Indigenous Education Strategy and other University goals. You will provide leadership, maintain relationships with internal and external stakeholders and partners and offer strategic advice on matters relating to Indigenous student success and wellbeing.

Your key responsibilities

Lead and manage the Indigenous Students directorate in the School of Indigenous Studies in a manner that positively promotes Aboriginal culture and identity and provides cultural security to staff and students

Initiate, coordinate and implement Indigenous Student Recruitment and Admission programs on behalf of the University and in consultation with appropriate staff, and committees in the University

Initiate, manage and coordinate support services, resources and activities for Indigenous students across UWA including regional campuses

Develop and maintain the integrity of the School's Student Records system and meet reporting requirements of the university and outside agencies

Administer the School's scholarships, prizes and bequests programs

Establish and maintain effective community and organisational relationships and networks and coordinate development of community programs and cultural protocols on behalf of the School and the university

Review policies and practices for the range of services and programs provided to Indigenous students and the community and provide informed advice to the PVCIE and Head of School on student and community matters

Contribute to the planning and management of the School and participate in the full range of the Schools programs and activities

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Extensive relevant experience in program development and service delivery to Indigenous students

Extensive knowledge of education systems in Western Australia and Indigenous higher education at local and national levels

Demonstrated ability to lead and manage programs and staff

Established Indigenous community networks

Excellent written and verbal communication and interpersonal skills

Excellent organisational skills with the demonstrated ability to set priorities and to meet deadlines

Demonstrated ability to initiate and contribute to policy and program development

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative, problem solve and work productively as part of a team

Special requirements (selection criteria)

Aboriginality is considered a genuine occupational qualification for this role as per Section 50D Equal Opportunity Act 1984 (WA)

Current "C" class driver's licence

Current Working with Children Check

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/