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POSITION DESCRIPTION

Director of Indigenous Legal Education (Lecturer/Senior Lecturer)

Position Level

B/C (Education Focussed)

Faculty/Division

Faculty of Law & Justice and PVC (Indigenous)

Position Number

ADMIN ONLY

Original document creation

April 2021

Position Summary

The role of Director of Indigenous Legal Education (Lecturer/Senior Lecturer) is responsible for promoting and further developing opportunities for Indigenous students in the Faculty of Law & Justice. The position will be based in one of the Faculty's three Schools – Private and Commercial; Global and Public; and Law, Society and Criminology – upon discussion with the successful applicant, and is a joint appointment with Nura Gili, Centre for Indigenous Programs at UNSW.

The role of Director of Indigenous Legal Education is an Education Focussed role. UNSW's Education Focussed roles enable academics to specialise in education and devote their time to delivering high-quality teaching and pursuing initiatives to enhance the educational experience of our students.

This position reports to the relevant Head of School and the Pro Vice Chancellor Indigenous in respect of the different accountabilities of the role. The role of Director of ILE has no direct reports.

This is an identified Indigenous position. UNSW considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under s 14 of the *Anti-Discrimination Act 1977 (NSW)*.

Accountabilities

Specific accountabilities for this role include:

- Lead the implementation of UNSW's Indigenous Strategy (Culture and Country, Grow Our Own and Give Back) within the Faculty, in consultation with the office of the PVC Indigenous and initiate and

implement Faculty-based courses and activities that support the admission, learning and experience of students in Faculty programs.

- Promote UNSW Law & Justice Indigenous student support schemes within and beyond UNSW, including through conference presentations, organising and/or presenting at workshops and implementing future student engagement and outreach activities.
- Provide academic and pastoral care and support for Indigenous students enrolled at UNSW Law & Justice in alignment with the Nura Gili Pastoral, Academic, Tuition and Support program.
- Design and develop learning activities and resources, assessment and feedback for all Indigenous teaching programs using a range of suitable approaches and learning environments.
- Coordinate, assess and supervise others teaching Indigenous programs (including Pre-Law, Foundations Enrichment, Humanities Pathway Program) and further develop and update the curricula of these programs, including new courses for Indigenous students in the Faculty as appropriate.
- Assist with the selection of Indigenous applicants for awards, scholarships, prizes, and entry to outreach programs, Humanities Pathway Program and degree programs.
- Work with the Future Students Team in the Office of the PSCI to increase access and enrolment of Aboriginal and Torres Strait Islander law and criminology students through the various recruitment programs including the Indigenous Admissions Scheme, Pre-programs, and Winter school.
- Sit (or arrange alternative representation) on relevant Faculty and University level committees and working groups, such as ILERRC, EDI Committee, UNSW Indigenous Admission Scheme Network.
- Introduce new initiatives to improve the experience and development of the Faculty's Indigenous students (with support of the Faculty's Indigenous Legal Education Reconciliation and Research Committee ('ILERRC')).
- Liaise with UNSW Law Society and UNSW Criminology Society to increase engagement of and promote opportunities for Indigenous students at UNSW Law & Justice.
- Coordinate/assist with events, including welcome events, alumni events, and recruitment activities on and off campus.
- Responsibility for the Faculty's ILE budget.
- Maintain up to date records of program activities, student numbers, progression rates and provide colleagues with information on request re Indigenous programs and opportunities at UNSW Law & Justice.
- Liaise with the Development Officer and Careers Manager regarding support and employment opportunities for Indigenous students and the promotion of these opportunities to Indigenous students.
- Build and maintain effective working relationships with colleagues in the Office of Pro Vice Chancellor Indigenous and Nura Gili Indigenous Programs and other University areas to facilitate effective ways to support student development and success.
- Supervise and support, with assistance and involvement of a designated member of ILERRC, the Faculty Indigenous Cadet.
- Undertake other duties as required by the Head of School and/or Deputy Dean Education.

- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- This is an identified position and applicants must be an Aboriginal and /or Torres Strait Islander person. Confirmation of Aboriginality will be required.
- A degree in law is highly desirable, but qualifications in a related discipline such as education, Indigenous studies or criminology will also be considered.
- Experience in developing and coordinating Indigenous Legal Education programs is highly desirable but not essential.
- Demonstrated experience in teaching and learning design, development and delivery at undergraduate and/or postgraduate level, including experience using educational technologies and online delivery methods.
- Demonstrated ability to work with Indigenous students and organisations, and to create and maintain ties with relevant academic and professional staff.
- Evidence of highly developed interpersonal skills including the ability to liaise with a wide range of internal and external stakeholders and to show tact and discretion in dealing with sensitive and confidential matters.
- Strong analytical and problem-solving skills with well-developed organisational and time management skills.
- Evidence of ability to support and inspire students from diverse backgrounds and support student equity, diversity and inclusion initiatives.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-Employment Checks

- Verification of Qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.

