

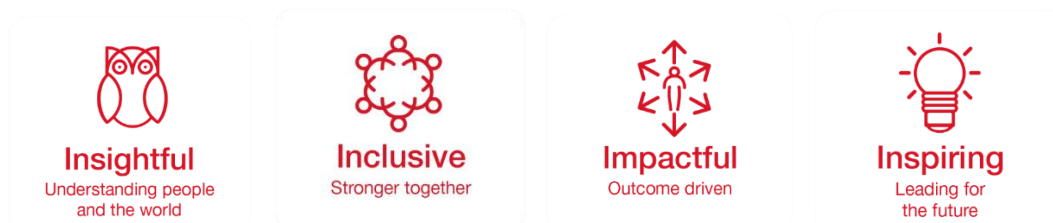
## Student Liaison Officer (Indigenous)

Division of Student Services

**This is an identified position and applications are sought from Indigenous Australians pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW).**

Classification	Level 6
Delegation Band	<u>Delegations and Authorisations Policy (see Section 3)</u>
Hours per Week	35
Special Conditions	After Hours work sometimes required
Nature of Employment	Continuing
Workplace Agreement	<u>Charles Sturt University Enterprise Agreement</u>
Date Last Reviewed	May 2018

### 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.

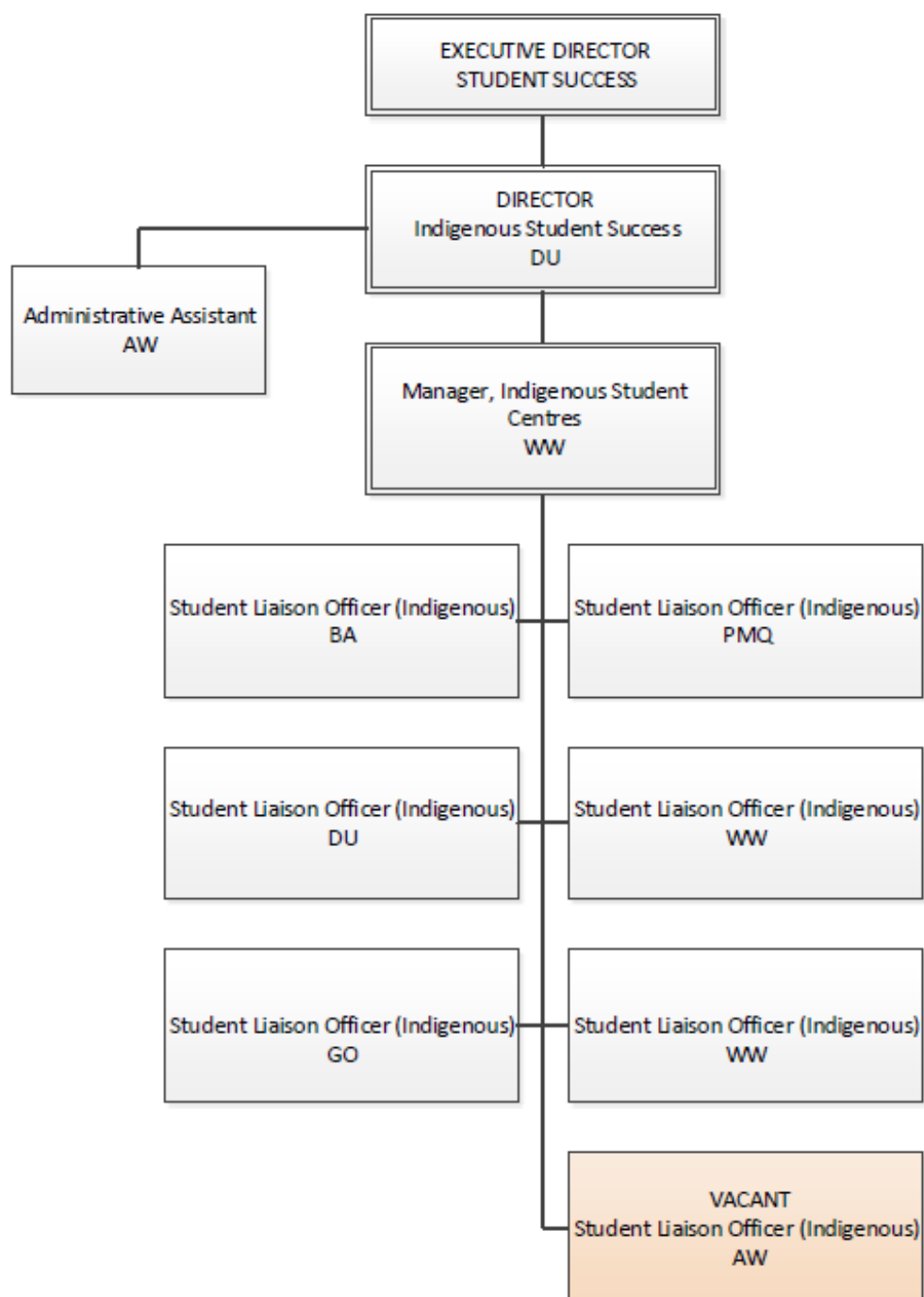
## Division of Student Services

Charles Sturt University develops holistic, far-sighted people who help their communities grow and flourish. Acknowledging the culture and insight of Indigenous Australians, CSU's ethos is clearly described by the Wiradjuri phrase: *'yindyamarra winhanganha'* (*'the wisdom of respectfully knowing how to live well in a world worth living in'*).

Staff in the *Division of Student Services* work collaboratively with Faculties and Divisions to enhance students' University experience. We recognise that successful transition into University depends upon an holistic approach involving 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 and into the workforce.

The Indigenous Student Centres facilitate Indigenous students' experiences of CSU. Practice excellence is the key to these Centres facilitating positive Indigenous student experiences that enhance students' capacity to succeed. The Centres engage with all Indigenous students, irrespective of their mode of study (i.e. Distance, Blended, On Campus), are in six locations: Albury Wodonga, Bathurst, Dubbo, Goulburn, Port Macquarie and Wagga Wagga.

### Organisational Chart



## Reporting Relationships

This position reports to:                 Manager, Indigenous Student Centres

This position supervises:                N/A

## Key Working Relationships

- Indigenous Students
- Learning Advisors
- Student Counsellors
- ALLaN Advisors
- IASP Tutors
- Course Coordinators
- Communications Team
- AFB Team
- Scholarships Coordinator
- Engagement Team
- Manager ISC
- Director ISS
- Administration Assistant, ISS

## Position Overview

The Indigenous Student Liaison Officer, under the direction of the Manager, Indigenous Student Centres, will be responsible for enhancing the student experience. This is achieved via the implementation and evaluation of a range of services, provided in an inclusive and holistic approach to student success.

## Principal Responsibilities

Work collaboratively with Faculties, University staff and Communities to:

- Develop, implement and evaluate proactive services that support Aboriginal and Torres Strait Islander students' successful transition to University;
- Develop, implement, evaluate and report on proactive services and strategies that support Aboriginal and Torres Strait Islander students' success at University;
- Advocate for Aboriginal and Torres Strait Islander students to provide professional and timely responses to student enquiries related to their University experience;
- Enable appropriate referral services;
- Develop recommendations and, as appropriate, initiate training and support that enhances the staff and student experience capabilities in enhancing Aboriginal and Torres Strait Islander student experiences;
- Work collegially with all University staff in the effective provision of quality services for Indigenous students, including effective, and appropriate, delivery of government funded programs (e.g. Away from Base; Indigenous Tutorial Assistance Scheme; Indigenous Scholarships);
- Coordinate and support the alignment of the University's Indigenous Education Strategy initiatives and embed these into University practices;
- Work collaboratively with Communities to increase cultural knowledge and connection to enhance the student experience.

- Other duties appropriate to the classification as required.

### **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 have the following requirements to be considered for this position:

#### **Essential**

- A. Identify as an Indigenous Australian and have a good working knowledge and understanding of Aboriginal and Torres Strait Islander cultures and societies, and be able to communicate sensitively and effectively within this environment.
- B. A degree, normally with 2 or more years' subsequent relevant experience; or an associate diploma with at least 4 years' subsequent relevant experience, leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; or an equivalent level of knowledge gained through any other combination of education, training and /or experience.
- C. Demonstrated excellence in the use of inclusive approaches to the provision of services, based upon a thorough understanding of Indigenous student needs within a contemporary tertiary education sector.
- D. Demonstrated maturity, flexibility and resourcefulness that includes the ability to work successfully within a team environment.
- E. Capacity to effectively and efficiently deliver and support initiatives and case load across multiple sites and mediums and to work with minimal supervision.
- F. Demonstrated experience working with Australian Indigenous Communities.

#### **Desirable**

- G. Current Class C driver's licence
- H. Experience in working with students in the tertiary environment sector.

## **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/](http://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](#)