



POSITION DESCRIPTION

Position:	4147 Community and Future Student Officer
Work Area:	Buranga Centre
Classification:	Level 5
Supervisor:	Community and Future Student Coordinator
Incumbent:	Vacant

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF THE BURANGA CENTRE

The Buranga Centre focuses on a safe and inclusive environment for Aboriginal and Torres Strait Islander stakeholders. This is achieved by providing services to enhance student success and well-being. The development of cultural competency is an important tool in enabling success. A range of activities are undertaken to create a vibrant and healthy community. The staff works across Campus with multi-disciplinary teams to enhance student success.

PRIMARY OBJECTIVES OF THE POSITION

1. Engage the Community and Future Students and University teams to grow Aboriginal and Torres Strait Islander access and participation.
2. Deliver activities in support of the Aboriginal and Torres Strait Islander Engagement and Education Plans across the UniSC footprint.
3. Contribute to Buranga Centre's planning processes, working parties and committees as a key member of the Community and Future Students role.



NATURE AND SCOPE OF POSITION

Under the general direction of the Community and Future Students Coordinator, the position will implement strategies to advance the participation, success, and well-being of Aboriginal and Torres Strait Islander students. The role focuses on enabling prospective students to make informed choices about their studies and careers, delivering and monitoring initiatives that empower students to undertake preparatory, undergraduate, and postgraduate education.

The Community and Future Students Officer position will provide direct student and community support and work with key stakeholders (e.g. to Schools and other areas of the University) to achieve operational objectives. The role enhances Aboriginal and Torres Strait Islander students' success and positive student experience outcomes.

To perform this role, it is essential that the incumbent be an Aboriginal or Torres Strait Islander person. It is a genuine occupational requirement and welfare measure under sections 25 and 104, respectively, of the Anti-Discrimination Act 1991, that applicants are Aboriginal or Torres Strait Islanders. Aboriginal and Torres Strait Islander person means a person who

- (a) identifies as an Aboriginal and/or Torres Strait Islander person,
- (b) is of Aboriginal and/or Torres Strait Islander descent, and
- (c) is accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which they live or formally lived.

KEY ACCOUNTABILITIES OF THE POSITION

- 1) Deliver services and activities to enhance access and increase the participation of Aboriginal and Torres Strait Islander students.
- 2) Provide guidance and advice to local Aboriginal and Torres Strait Islander communities fostering a collaborative and supportive engagement strategy.
- 3) Develop information and communication that inform student and staff understanding and knowledge of Buranga Centre services.
- 4) Supporting the recruitment, supervision, and monitoring of Aboriginal and Torres Strait Islander Student Ambassadors for the centre.
- 5) Engage collaborative relationships with relevant internal and external stakeholders to optimise access and participation.
- 6) Contribute to the ongoing development and improvement of best practice services by identifying opportunities for continuous improvement.
- 7) Contribute to the planning, implementation, and evaluation of activities and services.
- 8) Contribute to a positive and safe work environment for you and others by modelling and promoting conduct that is culturally responsive, inclusive, respectful, and ethical.
- 9) Provide effective administration of activities and contribute to the reporting requirements of the Centre.



10) Work with all aspects of Aboriginal and/or Torres Strait Islander services as an integral component of the Buranga Centre.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following Selection Criteria:

1. Completion of a degree without subsequent relevant work experience, or an equivalent combination of relevant experience and/or education / training.
2. Experience working with Aboriginal and Torres Strait Islander people and their communities to meet their educational, cultural and engagement needs.
3. Demonstrated ability to deliver and promote programs and initiatives that empower Aboriginal and Torres Strait Islander people to succeed in their educational endeavours.
4. Well-developed interpersonal and organisational skills, including the ability to:
 - work independently and as part of a team.
 - interact successfully with a wide range of people.
 - prioritise and meet deadlines.
 - maintain confidentiality of information.
 - use initiative and independent judgment.
5. Demonstrated verbal and written skills with the ability to prepare accurate reports and documentation for management.
6. Proficiency in using corporate information systems, web browsers, emails, and software.
7. Sound understanding of the Australian Higher Education sector.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity facilitates equitable access and full participation.