

Position Description – *Indigenous Outreach and Pathways Officer*

Updated 17/11/2022

POSITION DETAILS	
College/Portfolio	<i>Deputy Vice Chancellor (Students)</i>
Organisational Unit	<i>Office of Indigenous Strategy and Engagement</i>
Supervisor (Title)	<i>Community Partnerships and Pathways Coordinator</i>
Classification	<i>Higher Education Officer, Level 6</i>
Employment Type	<i>Fixed Term, Full time until 31 December 2024</i>

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s65 of the Equal Opportunity Act 1984 (SA). The position is therefore only open to Aboriginal and Torres Strait Islander people'

POSITION SUMMARY
<p>Under the general direction of the Community Partnerships and Pathways Coordinator, the Outreach and Pathways Officer will assist in the development and implementation of Flinders University programs and initiatives aimed at increasing awareness and understandings of Indigenous school students and adult community learners with participating in higher education.</p> <p>The Outreach and Pathways Officer will assist with promotion and delivery of tailored and responsive programs and initiatives, outreach and pathways events and activities for Indigenous secondary students and adult community members from South Australia and Northern Territory.</p> <p>The Outreach and Pathways Officer will build and foster relationships with Indigenous community and education stakeholders, will work closely with the Indigenous Community Engagement Officer (OISE), the Yungkurinthe Student Engagement (YSE) team, and staff in the Office of Indigenous Strategy and Engagement and the Prospective Students office to promote Indigenous education at Flinders University.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).

Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Outreach and Pathways Officer is accountable for:

- 1. Promoting the increased participation of Indigenous students in higher education by collaborating with targeted schools and community organisations in metropolitan, regional, remote, and very remote areas of South Australia and the Northern Territory.*
- 2. Assisting in the development innovative, responsive, and effective approaches to increase Indigenous student and adult learner participation, outreach, and transition in collaboration with University, VET, community stakeholders and partners.*
- 3. Actively promoting Flinders University courses, pathways and access to both school students and adult learners in metropolitan, regional, remote, and very remote areas of South Australia and the Northern Territory.*
- 4. Engaging with internal and external stakeholders to promote and coordinate Yungkurinthe Student Engagement programs and initiatives.*
- 5. Contributing to the development and implementation of new programs and initiatives, including annual recruitment and engagement plans to engage Aboriginal and Torres Strait Islander communities, including high school students, specifically related to pathways activities.*
- 6. Assisting with the review, evaluation, and reporting on programs and initiatives and providing recommendations to continuously improve program outcomes.*
- 7. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.*

KEY POSITION CAPABILITIES

Key Position Capabilities should:

- Tertiary qualification or an equivalent combination of relevant experience and/or education and training.*
- A proven ability to apply knowledge about historical and contemporary Aboriginal and Torres Strait Islander cultures and societies to be able to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people, observe and maintain relevant protocols and consult in a cultural appropriate manner.*
- Experience working with Aboriginal and Torres Strait Islander youth and members of the Aboriginal and Torres Strait Islander community.*
- High level organisational skills with demonstrated ability to plan and prioritise work and meet deadlines.*
- Excellent written and oral communication skills.*
- Proven ability to work independently and as a member of a team.*

- *Experience in writing targeted marketing and communications content and collateral and developing digital content for video and website content.*
- *Highly developed interpersonal and presentation skills with the ability to liaise with schools (staff, students, and care givers), adult learners and with University staff and students.t policies and procedures.*
- *High level computer skills and familiarity with associated software (Word, Excel and PowerPoint), including experience in the use of emerging technologies in the delivery of services.*
- *Demonstrated knowledge and understanding of Flinders University courses and admission pathways.*
- *Effectively work internally with the Prospective Students Office and Student Recruitment.*

Final