Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Indigenous Outreach Officer
Group/Portfolio	Office of the Deputy Vice Chancellor (Indigenous)
Classification	HEW 6
Position Number	00061108
Reports To	Indigenous Outreach Coordinator
Employment Type	Continuing Contingent

1.0 Position Purpose

As a member of Griffith University's Executive, the Deputy Vice Chancellor (Indigenous) works alongside colleagues in enabling all aspects of First Peoples engagement as well as strategies to enhance participation, support and success of its First Peoples communities. The DVC (Indigenous) has portfolio responsibilities for the Indigenous Engagement team, the GUMURRII Student Success Unit and the Indigenous Research Unit.

The Deputy Vice Chancellor is also Head of the Logan Campus and lead engagement with the external and University community in the operation and development of the campus.

The Indigenous Outreach Officer supports the DVC (Indigenous) portfolio in the development and delivery of outreach and engagement activities with key internal and external stakeholders including First Peoples students, community organisations and partner schools. The activities are designed to raise awareness of Griffith and deliver on the University's strategic objectives in First Peoples engagement, student participation and retention.

The outreach program delivers a suite of in-school and on-campus activities designed to raise awareness of Griffith as a tertiary destination, promote pathways to tertiary study and to enhance the reputation of Griffith with First Peoples students in targeted schools, TAFE cohorts and the broader community. This role may involve facilitating on-campus visits and residential camps; school-based workshops and seminars; career development activities; and other curriculum-enriching and pathway activities.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications and subsequent relevant experience, or an equivalent combination of relevant skills, knowledge and experience.
- Demonstrated ability to communicate complex issues and matters with First Peoples students, staff or stakeholders, sensitively and effectively.
- Demonstrated knowledge and understanding of Indigenous communities and cultures in contemporary Australia.
- To perform this role, it is essential that the person who holds the position be an Aboriginal and/or Torres Strait Islander person. It is therefore a genuine occupational requirement,

under section 25 of the Anti-Discrimination Act 1991, that applicants are Aboriginal and/or Torres Strait Islander people.

3.0 Key Responsibilities

- Assist in the development, delivery, promotion and management of the Indigenous outreach and engagement programs, and exercise initiative in seeking opportunities to expand the programs.
- Assist the Marketing and Communication team and Indigenous Engagement team in delivering events and outreach and engagement activities targeted towards the recruitment of prospective First Peoples students and aspirations to higher education.
- Develop transition and pathways for First Peoples students in schools, education institutions and other settings into higher education and contribute to identifying and linking eligible students into appropriate programs.
- Provide timely advice to prospective students, staff and other stakeholders, including direct telephone contact, emails, newsletters, respond to enquiries and manage any issues that may arise.
- Provide leadership, supervision and training and coordinate and monitor the work of casual support staff, including student ambassadors.
- Undertake an ongoing process of review of student outreach and engagement activities to ensure their relevance to the aims of Griffith University's strategy, maintain appropriate statistical information and provide program reports.
- Provide coordination of Indigenous outreach and engagement projects within established deadlines.
- Maintain effective working relationships within the university community and with external stakeholders, professional organisations and the community, ensuring effective communication.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our Capability Development Framework.