

POSITION DESCRIPTION



Academic Skills Advisor

POSITION DETAILS

Position Title	Academic Skills Advisor
Classification	Level 7
Position Number	7016836 (PS), 7016832 (PS), 7016837 (BK), 7016834 (CA), 7016833 (KW)
School/Office	Library
Division	Division of Education and Students

POSITION PURPOSE

Academic Skills Advisors are specialist learning and academic literacy practitioners who work directly with students and academics to provide proactive and timely learning support and contribute to curriculum-embedded learning strategies. They use professional judgement, evidence-informed practice, and collaborative partnerships with academic staff to improve student learning, engagement, and success by developing students' academic and digital skills, communication, and independent learning capabilities.

Academic Skills Advisors contribute to the Library's student skills and engagement approach by delivering inclusive, scalable, and student-facing learning support services and programs across individual, group, online, and curriculum-aligned contexts. Where broader support needs are identified, Academic Skills Advisors may provide general information and facilitate a warm referral to the relevant specialist service in the Division.

With a focus on first-year transition, the position works consultatively with teaching staff to diagnose student learning needs and design targeted academic skills interventions that are embedded in subjects and courses or delivered alongside the curriculum.

KEY ACCOUNTABILITIES

1. **Collaborate** with across the Library Student Skills and Engagement team to plan, deliver, and continuously improve integrated skills support across academic literacies, digital capability, and AI-enabled learning.

2. **Advise and partner** with academic staff across disciplines to identify student learning needs and embed academic literacies and learning skills development in curriculum design, with a particular focus on first-year transition and success.
3. **Design, deliver, and evaluate** in-person services, online academic skills workshops, embedded learning activities, and targeted learning interventions that support students to:
 - a. develop academic skills, writing, reading, critical thinking, communication, digital, and independent learning strategies.
 - b. understand and act upon assessment feedback and understand academic expectations to improve future learning and academic performance, enabling them to independently apply these understandings to their work.
 - c. strengthen study habits, time management, exam preparation, presentation skills, and self-regulated learning strategies.
 - d. build confidence in academic communication, including oral communication, academic vocabulary, and language development where appropriate.
4. **Provide specialist** academic skills advice and referral to students by connecting them with relevant digital learning resources, Learning Hub programs, online learning modules, and subject guides.
5. **Collaborate** with professional teams across the Division to connect students with appropriate general information (for example, wellbeing, welfare, or career information) and facilitate warm referrals to relevant specialist services.
6. **Contribute** to the continuous improvement of curriculum embedded programs and Learning Hub services by identifying emerging student learning needs, applying evidence-based insights, and participating in service evaluation and resource development.
7. **Analyse** student retention, engagement, and service data to evaluate service reach, student outcomes, and the impact of skills development activities, and to inform ongoing improvement of learning support strategies.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A Bachelor's Degree qualification or equivalent in Education, Linguistics, English, Learning Development, Academic Skills, Communication, or a related discipline.
2. Demonstrated capacity to design, organise, deliver, and evaluate academic skills workshops and to develop and implement effective resources for face to face and/or online delivery.
3. Demonstrated specialist knowledge of academic literacies and learning development, with capacity to apply this expertise to first-year transition, threshold concepts, and student learning success.
4. Evidence of effective consultation and collaboration with academic staff across disciplines to design curriculum-embedded learning support and improve student outcomes in subjects, courses, or programs.
5. Demonstrated familiarity with effective teaching resources and strategies for facilitating development of academic skills for students from diverse socio-cultural and language backgrounds.
6. Ability and willingness to travel to other campuses as required is an inherent part of this role.

KEY RELATIONSHIPS

- **This position reports to:** Senior Manager, Support for Learning
- **This position supervises:** No supervisory responsibilities
- **Key internal relationships:**

- Students
- Academic staff
- Library colleagues in the Student Skills and Engagement Team
- Colleagues in the Division of Education and Students

CHALLENGES

- Balancing responsive student-facing academic skills support with strategic curriculum partnership work that embeds learning development where it will have the greatest impact.
- Designing inclusive and scalable support across face-to-face, online, and embedded delivery modes while responding to diverse student learning needs.
- Supporting academic skills development while recognising the broader wellbeing, financial, and personal factors that may affect students' capacity to engage, persist, and succeed.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity
- As the Library operates on multiple campuses, it is an expectation of the role that it may be required to travel to and work from any campus library subject to appropriate notification.

Approved by: Chief People Officer

Date: 17.09.2026