

Koori Student Support Officer

HEP Level 4

POSITION NUMBER	960903
ORGANISATIONAL UNIT	Moondani Balluk
POSITION REPORTS TO	Koori Liason Officer
OVERALL PURPOSE	The overall purpose of the Aboriginal Student Officer is to provide assistance, pastoral care and support to potential and enrolled Aboriginal and/or Torres Strait Islander students across Tertiary Education.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with Student Services and Victoria Polytechnic ◆ works within Moondani Balluk <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ Aboriginal stakeholders and secondary schools where relevant.
LOCATION/CAMPUS	The position is currently located at the Footscray Park campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The Moondani Balluk Indigenous Academic Unit works across Aboriginal, non-governmental organisation and community spaces to deliver teaching, research and support to grow Aboriginal participation at Victoria University and to meet the stated needs of Aboriginal community in the west of Melbourne. The vision of Moondani Balluk is to provide a culturally safe environment, share Aboriginal knowledge, and translate and embed Aboriginal practices into all our work, research and curricula. Our work is guided by the University's Bathelmun Yalingwa Strategy which is framed across three key aspirations of Gamadji (grow), Dambunmon (share), and Jerrboongun (connect).

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Provide high quality support services to Aboriginal or Torres Strait Islander students.
- ◆ Assist in the administrative tasks associated with supporting Aboriginal or Torres Strait Islander students in the areas of enrolment, data collation, and finance processes.
- ◆ Engage with current and potential Tertiary students (Career expos, activities on campus for enrolled students).
- ◆ Provide pastoral care and relevant referrals for Aboriginal or Torres Strait Islander students enrolled in Victoria Polytechnic programs (*Please note that **Pastoral care comprises** the range of support and services that are provided for students' cultural, emotional, psychological and spiritual wellbeing*).
- ◆ Liaise effectively with organisational units and staff beyond Moondani Balluk to gather routine information, keep informed and contribute to the requirements of the organisational unit.
- ◆ Responsible for completing tasks within specified timelines.

MAJOR CHALLENGES

- ◆ Make sound decisions regarding relevant and appropriate support to Aboriginal students.
- ◆ Ability to understand internal and community processes and take reasonable and flexible action when available.

LEVEL OF SUPERVISION

- ◆ Operates under routine supervision/general direction from the Koori Liaison Officer.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ An understanding of role related University policies and procedures and how they interact with Moondani Balluk functions.
- ◆ Knowledge and experience of MS Suite including Word, Powerpoint and Excel.
- ◆ Aptitude or ability to work with relevant University systems and databases.
- ◆ Awareness of quality assurance policies and procedures and other relevant legislative requirements.

KEY SELECTION CRITERIA

Essential

1. Knowledge or training equivalent to: completion of an associate diploma level qualification with relevant work related experience or a certificate level qualification with post-certificate relevant work experience; or completion of an Advanced Certificate and extensive relevant experience and on the job training; or an equivalent combination of relevant experience and/or education/training.
2. Awareness or understanding of Aboriginal community and the ability to communicate effectively and engage with Aboriginal people in the west of Melbourne or in Victoria.
3. Demonstrated understanding of culturally safe practices and pastoral care in education delivery and vocational education student support.
4. Well-developed interpersonal skills, including the ability to interact effectively with a diverse range of staff and students in a University environment in order to meet the position objectives.
5. Ability to work cooperatively and effectively as part of an Aboriginal team, together with the capability to work alone/independently and meet the position objectives in a busy environment within specified timelines.
6. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

Desirable

7. Knowledge of and willingness to comply with quality assurance policies and procedures and other relevant legislative and policy requirements applicable to the University
8. Knowledge of and previous experience in tertiary education institution..

Organisational Chart



