

## ASSOCIATE DIRECTOR, BURANGA CENTRE

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<b>Position:</b>	6095
<b>Work Area:</b>	Indigenous Services
<b>Classification:</b>	Level 10
<b>Supervisor:</b>	06579 Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Strategy)

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### 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 BURANGA CENTRE

The Buranga Centre focuses on a safe and inclusive environment for Indigenous 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 creating a vibrant and healthy community. The staff work across Campus with multi-disciplinary teams to enhance student success.

***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; and***
- (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.***



## PRIMARY OBJECTIVES OF THE POSITION

1. To manage and oversee the operations of the Buranga Centre and coordinate activity with the Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Strategy).
2. To implement key university initiatives that improve student access, student success, pastoral care, and cultural safety.
3. To provide leadership in developing a culture and practice of Indigenous success.

## NATURE AND SCOPE OF POSITION

Under the leadership of the Pro Vice-Chancellor (Aboriginal and Torres Strait Islander Strategy), the position will have management responsibility for the Buranga Centre, operationalising activities against the Indigenous Student Success Program Guidelines and be consistent with the strategic plan. The focus of this role is to ensure the delivery of high-level services to Indigenous students that promote a positive and successful student experience, and the implementation of services/campaigns that mitigate disengagement and improve student success. The Associate Director will demonstrate a detailed appreciation of the suite of operational services and community engagement activities and provide expert advice to senior UniSC members.

The incumbent will operate with a high level of autonomy and influence with staff across all campuses. The incumbent will be responsible for the review and development of high-level documentation, including reports that may be tabled at executive, academic committees, and government departments. This role is also responsible for making recommendations to improve the student experience and retention outcomes.

The Associate Director will have a detailed understanding of broader sector trends for regional university students with relevant experience in a Higher Education institution. The person will contribute to proactive strategic projects that enhance Indigenous student success and positive student experience outcomes.

## CHALLENGES AND PROBLEM SOLVING

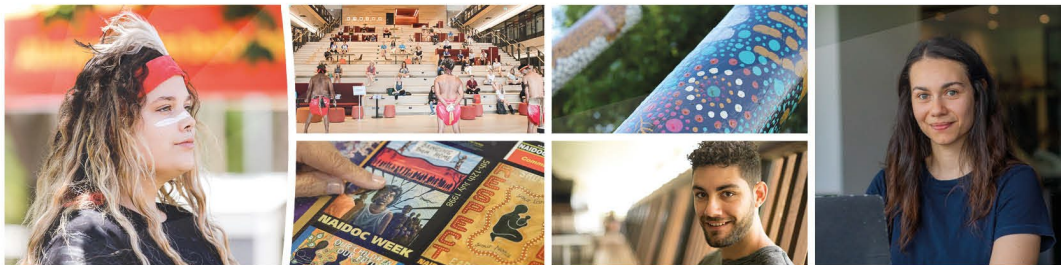
The position is responsible for developing initiatives, leading change and solving complex problems to ensure positive Indigenous student experience outcomes and community engagement.

## DECISION-MAKING

The position will have the responsibility to make decisions independently that impact on the student experience of Indigenous UniSC students.

## INTERPERSONAL RELATIONSHIPS

1. The position responsible for supporting the PVC (Aboriginal and Torres Strait Islander Strategy) in the development and implementation of student services that improves Indigenous student experience outcomes.
2. The position is responsible for working collaboratively with the Deans of Schools as well as the Engagement portfolio and Chancellery and will report to various university committees as an authority on UniSC's Indigenous student facing and engagement services.
3. The incumbent will also attend conferences, government committees and networks, specifically related to Indigenous student engagement services.



## KEY ACCOUNTABILITIES OF THE POSITION

A key focus of this position is managing the recruitment, success, safety, and well-being of Aboriginal and Torres Strait Islander students at the University.

### 1. Lead

- Provide leadership to the Buranga Centre against the UniSC strategic plan and ensure compliance with legislative and other regulatory requirements and the budget for the portfolio.
- Provide leadership in maintaining and developing relationships with Indigenous communities, the wider Indigenous world, and in relationships with organisations and governments in support of the strategic plan.

### 2. Care

- Ensure that policies and procedures relating to equal opportunity, risk management, workplace health and safety, records management, and quality assurance are applied to the responsibilities of this position.
- Embed a safe and inclusive culture in the Centre and across the University.

### 3. Manage

- Manage the physical and human resources of the Centre in support of the strategic plan and legislative requirements.
- Responsible for budget development and management, including planning, allocation, and reporting consistent with university requirements and ISSP guidelines.

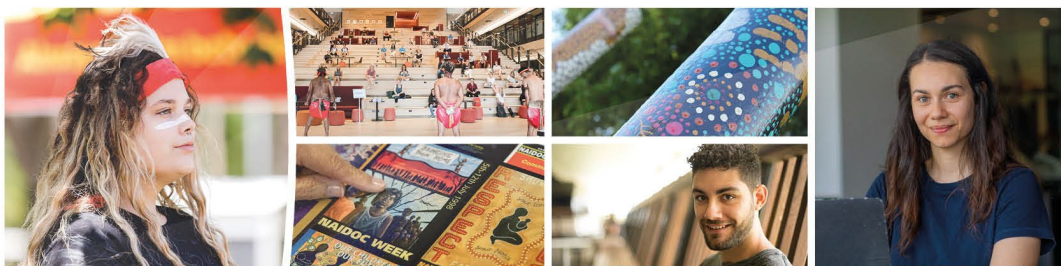
### 4. Serve

- Develop and implement activities and programs, both academically and pastorally, aimed at improving Indigenous student outreach, enrolment, retention, and success.

### 5. Engage

- Engage productively with Schools, Divisions, and Senior Management to advise and gain support on appropriate strategies to meet planned outcomes.
- Develop internal and external relationships with communities and organisations to advance student outcomes.
- Participate in governance structures, committees and working parties to advance the University, Centre, and students.

6. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.



## KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Relevant postgraduate academic qualifications and extensive management experience.
2. Articulate an effective approach to leadership that results in measurable impact, including resource management, budgetary control, and effectively supervising and building teams that result in measurable change.
3. Demonstrated competence in addressing issues and politics surrounding Aboriginal and Torres Strait Islander people and cultures and an ability to negotiate across cultures and in the wider higher education context.
4. Excellent interpersonal, communication, and people management skills, including high-level consultative, negotiation and conflict resolution skills and the ability to motivate staff in Indigenous environments.
5. Demonstrated impact in Aboriginal and Torres Strait Islander student recruitment, enrolment, success, and retention.
6. Evidence of effective working relationships with internal and external stakeholders of the University resulting in positive outcomes for Indigenous Communities.
7. Evidence showing the development of policy and procedures to improve the delivery of Indigenous student services.
8. Continuously improve and streamline business processes and implement changes to achieve visible outcomes that will meet the University's strategic directions in providing quality client services.

### Additional Requirements

It is a condition of employment for this position that you may be required to provide periodic evidence of immunisation against communicable diseases. This may include COVID-19.

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.***