



## Coordinator, Indigenous Student Success

### Position Details

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<b>Position Title:</b>	Coordinator, Indigenous Student Success
<b>Position Number:</b>	<Insert Position Number>
<b>College/Portfolio:</b>	Policy Strategy & Impact
<b>School/Group:</b>	Office of Indigenous Education, Research and Engagement
<b>Campus Location:</b>	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 7
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

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## **Why work at RMIT University**

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

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## **Policy, Strategy and Impact**

The Policy, Strategy and Impact (PSI) Portfolio provides focus and momentum for the projects and priorities that were identified in Knowledge With Action: RMIT's Strategic Plan, developed in 2022.

PSI works to support and advance the-implementation of RMIT's strategic priorities, including through public policy and government relations, strategy projects, innovative partnerships and capability development.

PSI includes diverse teams such as the Office of the Vice-Chancellor, RMIT Activator, the Ngarara Willim Centre, the Australian APEC Study Centre, Workforce Innovation and Development Institute, the Health Transformation Lab and the Centre for Innovative Justice.

The portfolio works as a network of collaborative and inclusive teams, working to develop and extend an 'impact ecosystem' of relationships and partnerships across and beyond the university. PSI teams provide a distinctive set of evidence-driven, innovation, public policy and community engagement expertise.

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## **Office of Indigenous Education, Research and Engagement**

The Office of Indigenous Education, Research and Engagement is responsible for providing the leadership and strategic direction for RMIT's whole-of-university approach to reconciliation and engagement efforts and activities.

The Office of Indigenous Education, Research and Engagement is responsible for a university wide remit that has impact on all parts of the university. These areas include:

- education and training
- employment
- student engagement and supplementary support

- research and innovation
- strategy and policy
- making a positive contribution to the maturing of the culture of RMIT

RMIT is committed to becoming the education provider and employer of choice for the Aboriginal and Torres Strait Islander community. The RMIT Community understands that to achieve these goals we need to live our ambition through actively engaging in a meaningful and constantly maturing relationship with Aboriginal and Torres Strait Islander people. RMIT also understand that this engagement needs to be underpinned by respect and a genuine commitment to the principles of self-determination and reconciliation.

### **Ngarara Willim Centre**

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The Ngarara Willim Centre at RMIT University is a culturally safe space. We promote the self-determination and success of our Aboriginal and Torres Strait Islander students and Community. We are dedicated to nurturing their growth, aspirations and empowering each individual to reach their full potential. We do this by supporting them in their educational journey and equipping them with the skills, knowledge and a sense of belonging. Our team offers ongoing guidance with study, living and cultural needs.

“Ngarara” means gathering and “Willim” means home in the Boon Wurrung and Woi Wurrung language, the traditional custodians of the land where RMIT stands.

### **Position Summary**

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The Coordinator, Indigenous Student Success will support the planning of Indigenous Student success strategies and is responsible for the delivery and implementation of activities that increase the retention, progression, and completion outcomes for Aboriginal and Torres Strait Islander Students.

The Coordinator will build strong purposeful connections with Indigenous Students throughout their educational experience at RMIT and works in partnership with internal and external stakeholders to support the success of all Aboriginal and Torres Strait Islander Students.

The Coordinator will lead complex student cases to ensure equity and consistency across strategically critical cases for Aboriginal and/or Torres Strait Islander Students.

### **Reporting Line**

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Reports to: Senior Advisor, Indigenous Student Success  
Direct reports: n/a

### **Organisational Accountabilities**

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices.

<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

### **Key Accountabilities**

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- Lead the implementation of activities and projects designed to create a sense of community and belonging among Aboriginal and/or Torres Strait Islander Students, contributing to their retention, progression, and completion rates.
- Advise commencing and continuing Aboriginal and Torres Strait Islander Students throughout their RMIT journey, supporting them with learning and other support opportunities to ensure student success and progression.
- Build strong connections with Aboriginal and Torres Strait Islander Students, internal RMIT services, program staff and external stakeholders to ensure Aboriginal and/or Torres Strait Islander students are supported throughout their studies.
- Oversee the seamless referral of students to university wide support services and programs to provide Aboriginal and Torres Strait Islander Students with opportunities that strengthen their learning experiences.
- Lead and Support Aboriginal and/or Torres Strait Islander Students through complex cases and any barriers that may be faced throughout their studies.
- Implement processes and programs that support Ngarara Willim Centre's activities focusing on continual improvement of outcomes and opportunities for the Aboriginal and Torres Strait Islander Community.
- Coordinate record keeping activities to ensure consistent high-quality student support and reporting.
- Lead and implement data collection practices to better inform Ngarara Willim Centre's service delivery.
- Monitor and coordinate the Ngarara Willim Centres' student support programs and provide feedback to ensure continuous improvement.
- Work collaboratively as a team and other tasks as required.

### **Key Selection Criteria**

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1. Demonstrated knowledge of the Aboriginal and Torres Strait Islander cultures and an understanding of community needs, particularly the educational and personal support needs of Aboriginal and Torres Strait Islander students.
2. Excellent interpersonal skills including the ability to build rapport with staff, students and the community and a demonstrated ability to manage sensitive matters in a professional and culturally appropriate manner.
3. Proven ability to find, tailor and deliver information effectively to a diverse range of people.
4. Proven strong organisational skills, sound analytical and problem-solving skills.
5. Demonstrated ability to work co-operatively and flexibly as a member of a team.
6. Excellent written and verbal communication skills and proven computer literacy.
7. Demonstrated ability to organise and prioritise tasks to show initiative and judgement.

### **Qualifications**

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A tertiary qualification is desirable but not essential. Applicants without formal tertiary qualifications must have an appropriate level of professional expertise gained through experience, preferably in the tertiary education sector.

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Employment Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply. Proof of Aboriginal and/or Torres Strait Islander heritage is required.

**Note:** Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Signature: Name: Nicole Shanahan Title: Senior Manager, Indigenous Education Date: 1 January 2025	<b>Approved:</b>	Signature: Name: Gary Thomas Title: PVC, Indigenous Education, Research and Engagement Date: 1 January 2025
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