

Senior Advisor, Indigenous Access and Engagement

Position Details

Position Title: Senior Advisor, Indigenous Access and Engagement

College/Portfolio: Policy, Strategy and Impact Portfolio

School/Group: Office of Indigenous Research, Education and Engagement

Campus Location: Based at the city campus, however, may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Continuing

Time Fraction: 1.0 EFT

RMIT University

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.

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

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.

Office of Indigenous Education, Research and Engagement

The Office of Indigenous Education, Research and Engagement (OIERE) 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

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.

"Ngarara" means gathering and "Willim" means home in the Boon Wurrung and Woi Wurrung language, the traditional custodians of the land where RMIT stands.
Our team offers ongoing guidance with study, living and cultural needs. We're here to help students reach their potential.

Position Summary

The Senior Advisor, Indigenous Access and Engagement leads the admissions processes within the Ngarara Willim Centre to support the access, engagement and enrolments of Aboriginal and/or Torres Strait Islander people into RMIT. The Senior Advisor works closely with key stakeholders across RMIT and in partnership with internal and external stakeholders to support the educational aspirations of Aboriginal and Torres Strait Islander peoples.

The role works with the Office of Indigenous Education, Research and Engagement (OIERE) leadership and contributes to key activity across the Policy Strategy and Impact and Education Portfolio's and RMIT's Colleges and portfolios to progress the delivery of RMIT's Indigenous Strategic Commitments and achieve the outcomes outlined in Knowledge with Action: RMIT's Strategy to 2031, towards RMIT's ongoing commitments to Aboriginal and Torres Strait Islander students and communities.

Reporting Line

Reports to: Manager, Ngarara Willim Centre

Direct reports: Coordinator, Indigenous Outreach

Organisational Accountabilities

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

- Manage and oversee the entry, admissions and enrolment processes for Aboriginal and Torres Strait Islander Peoples in collaboration with the Academic Registrars Group, College admissions teams and other key stakeholders.
- Manage the Indigenous Access Program, including providing expert advice and guidance to stakeholders.
- Manage Indigenous Student transitions into study and support enrolment processes of Aboriginal and Torres Strait Islander Students.
- Support connection through to services and programs within the Ngarara Willim Centre for new students.
- Establish and maintain internal and external relationships and partnerships by working collaboratively to build tertiary study aspirations and engagement within the Aboriginal and Torres Strait Islander Community and potential students.
- Provide leadership and development to staff to enable them to successfully deliver outreach and engagement activities and to ensure a high-quality of service to potential students.
- Provide information and guidance to future students, their teachers, communities and families on application and enrolment requirements.

- Develop communications and marketing tools that support program delivery.
- Collate data and insights to support reporting requirements and to progress process improvements.
- Manage allocated budgets and monitor expenditure, ensuring all activities are compliant with external funding grant conditions and contribute to regular reporting.
- Facilitate and foster mutually beneficial relationships with the Aboriginal and Torres Strait Islander Community and organisations.

Key Selection Criteria

1. Demonstrated community connectedness and knowledge of the Aboriginal and Torres Strait Islander Cultures and an understanding of community needs, particularly the educational and personal support needs of the Aboriginal and Torre Strait Islander students.
2. Experience advising and supporting students to pursue their educational aspirations and goals with a demonstrated understanding of the educational challenges faced by Aboriginal and Torres Strait Islander Students.
3. Excellent administrative skills including accurate and efficient record keeping and financial management
4. Demonstrated experience in project management with the ability to work autonomously, manage competing priorities and deadlines with a positive and proactive approach to problem solving.
5. The ability to analyse data, identify issues, recommend action and write reports.
6. Ability to work collaboratively and cooperatively in a team environment.
7. 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.
8. Proven ability to manage and supervise staff to improve outcomes of Aboriginal and Torres Strait Islander Peoples tertiary education success and experience.

Qualifications

A tertiary qualification in a relevant discipline and/or an equivalent level of expertise in providing support and services to tertiary students.

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.

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