

## Manager

### Moondani Toombadool Engagement Team, Student Engagement

- HEW 8, \$92,838 - \$100,221 plus 17% Superannuation
- Full-time, ongoing position, Hawthorn location

#### About Swinburne

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

#### About the job

This position provides leadership to the Moondani Toombadool Engagement team, and is responsible, under the direction of the Executive Director, Reconciliation Strategy and Leadership, for developing actions and implementing relevant aspects of Swinburne's major policies, such as the Reconciliation Action Plan. The position requires high level collaboration externally, and liaison across all levels of the organization. This includes strategic advice to various departments, and the ability to achieve position and team objectives in a complex organizational structure.

The Moondani Toombadool Engagement Team is responsible for providing support to Aboriginal and Torres Strait Islander students across the University, including PAVE, Higher Education, Research, Swinburne Online and OUA. The support takes the form of pre enrolment advice, mentoring, access to tutoring, scholarships, and other support services as needed. The team also engages with Aboriginal and Torres Strait Islander organisations and communities. The team also offers cultural advice and support to staff across the university with regards to cultural protocols, events, teaching and learning.

#### Only Aboriginal and/ or Torres Strait Islander peoples can apply.

For more information on the Reconciliation Action Plan, please visit:

<http://www.swinburne.edu.au/about/our-university/indigenous-matters/reconciliation-action-plan/>

#### Skills and experience

To be successful in this role you will need to demonstrate the following:

- Extensive relevant experience and management expertise; or Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience working with Aboriginal and Torres Strait Islander people in an education setting
- Demonstrated understanding of the issues faced by Aboriginal and Torres Strait Islander people in accessing tertiary education

*A full list of the selection criteria is available within the position description.*

#### Benefits

As a Swinburne staff member you will have access to many benefits such as career development opportunities including 50% study reduction and staff and management development programs. You will receive up to 17% employer contributions (pension) and various discounts on annual Myki cards and movie tickets. We also recognise the need to support the work/life balance and flexible needs of our staff. As such a range of flexible working arrangements including paid maternity/partner leave, onsite childcare, working from home and part time options are available.

To find out more about the extensive benefits offered to Swinburne employees please visit:

<http://www.swinburne.edu.au/about/jobs/why-work-at-swinburne/>

Pursuant to the Swinburne University Reconciliation Action Plan, the incumbent in this role will be entitled to a one off allocation equivalent to 20% of the staff member's salary for Professional Development activities.

#### How to apply

The diverse culture within Swinburne is a source of strength. We have an inclusive working environment with employees from a variety of backgrounds. We acknowledge that diversity in the university workforce increases the effectiveness of teams and our capacity for innovation. We welcome applications from Indigenous people, workers of all ages, people with disabilities, people who identify as LGBTIQ and those from culturally and linguistically diverse backgrounds.

We are proud to be recognised by the Workplace Gender Equality Agency as an Employer of Choice for Gender Equality 2016 and of key initiatives such as our Pride@Swinburne Strategic Action Plan and our Reconciliation Action Plan which are integral components of our 2025 vision to be world class university creating social and economic impact through science, technology and innovation.

To start an application click on 'apply' at the bottom of the ad.

This will direct you back to Swinburne's website where you will be asked to register, submit a resume, cover letter and response to the Key Selection Criteria, as listed in the Position Description. Please note, your responses can be drawn from your community, volunteer, study, personal and work experiences.

Swinburne University of Technology is a Child Safe Organisation and as part of this commitment, we require all employees to have a current Working with Children's Check.

All appointments are subject to a valid Working with Children's Check, therefore it will be a mandatory requirement to have and maintain a current Working with Children Check.

#### Please do not email or send paper applications, all applications must be submitted online.

For further information about the position, please contact Professor Andrew Gunstone on 03 92145101 or [agunstone@swin.edu.au](mailto:agunstone@swin.edu.au).

If you are experiencing technical difficulties with your application, please contact the Recruitment team on 03 9214 8600 (option 2).

Should you require further support for an interview due to special needs or consideration, please contact our Diversity Consultant, Dr. Walter Robles, on [inclusion@swin.edu.au](mailto:inclusion@swin.edu.au), or our Aboriginal and Torres Strait Islander Employment Officer, Sherrin Trautmann on [trautmann@swin.edu.au](mailto:trautmann@swin.edu.au).

**Applications close at 5pm, Thursday 8th March 2018.**

apply