



Manager, Indigenous Programs and the Bachelor of Business Administration (BBA)

UTS Business School

UTS has a bold vision to be a world-leading university of technology. We are a dynamic and innovative university in central Sydney, consistently ranked the top young university in Australia. With a culturally diverse campus life and extensive international exchange and research programs, UTS prepares graduates for the workplaces of today and tomorrow.

UTS Business School is seeking to recruit a Manager, Indigenous Programs and the Bachelor of Business Administration (BBA).

Reflecting the UTS commitment to Indigenous employment, in the UTS Wingara Indigenous Employment Strategy 2015 - 2018, this vacancy is open only to Aboriginal and Torres Strait Islander applicants*, as per Section 21 of the Anti-Discrimination Act 1977 (NSW).

Based within the Business School, you will cover all aspects related to developing and marketing the BBA and identifying opportunities for further programs and projects related to enhancing indigenous participation in higher education.

Specifically, you will:

- Seek to identify opportunities for research in relation to pedagogy with particular relevance to indigenous populations
- Work closely with academics to ensure the smooth running of the BBA; undertake recruitment into the program; and develop and implement strategic marketing initiatives in collaboration with the Marketing Unit and The Jumbunna Institute for Indigenous Education and Research
- Liaise with industry in relation to indigenous employment and education opportunities, provide pastoral care for students
- Act as the champion for embedding the Indigenous Program Learning Objectives within all programs in the Business School and encourage awareness and sensitivities around culture for non-Indigenous academics and professionals
- Undertake initiatives related to AACSB accreditation matters on Assurance of Learning (graduate attributes)

To be successful in applying for this role, you should have:

- Experience in corporate or non-profit training, education or tertiary education sector
- Familiarity with the Indigenous issues and relevant areas of study within the Bachelor of Business Administration and the various industries and professions relevant to the Bachelor of Business Administration course
- Proven ability to build relationships and positive rapport with a range of stakeholders
- Proven capacity to interpret complex policies and procedures
- Ability to analyse statistical data to make recommendations for planning purpose
- Ability to conduct assessments and reviews of policies and procedures, and implementing change where deemed appropriate

Remuneration/Salary

Base Salary Range: \$113,595 to \$119,004 pa (HEW 9)

This role attracts 17% superannuation in addition to the base salary.

Our commitment to work/life support includes benefits such as flexible work practices, child care centres, generous parental leave and support to carers.

This position is full-time and appointment will be made on a continuing basis.

How to Apply

Prior to commencing your application for **IRC104050**, please review the Position Description and the relevant selection criteria - click on the apply link to be taken to the relevant page. You are required to address the selection criteria in your submission in a separate document.

Please note that only those applications submitted via the UTS online recruitment system will be accepted. Current UTS employees should apply through their UTS Employee Self Service function.

As you will be unable to save your application once started, please have all required documents and information available prior to commencing.

Please ensure that the file name for each document submitted includes **IRC104050**.

Specific enquiries or issues with your application may be directed to the UTS Recruitment Team at recruitment@uts.edu.au or on +61 (0) 2 9514 1080.

Closing Date: There will be no closing date for this position and the advert may be removed without notice - applications will be considered upon submission and you are encouraged to submit your application as soon as possible.

Applicants must have current and valid work rights in Australia.

Please note: We are only accepting on-line applications for this post, however, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Recruitment Team for assistance.

We are committed to diversity and social inclusion, evidenced by our WGEA Employer of Choice citation, Wingara Indigenous Employment Strategy and the UTS Access and Inclusion Plan. We welcome applications from women (particularly for senior and non-traditional roles), Indigenous Australians, people with disability, those who identify as LGBTIQ and applicants from culturally and linguistically diverse backgrounds.

*** For administrative purposes, the Commonwealth has defined an Australian Aboriginal person and/or Torres Strait Islander as someone meeting all three of the criteria below:**

- i. be a person of Aboriginal and/or Torres Strait Islander descent; and
- ii. identify as an Aboriginal and/or Torres Strait Islander; and
- iii. be accepted as such by the community in which he or she lives.

APPLY