

# OORALA

## Aboriginal Centre

### Associate Director

Ooralta Aboriginal Centre

*Aboriginal/Torres Strait Islander Identified*

- 5 Year Fixed-term Contract
- 17% employer superannuation. Salary packaging options are available.
- Relocation assistance provided
- Applicants must have full time work rights for the term of the contract.

The Associate Director reports to the Director of Ooralta and provides leadership to the Student Services team, Community Engagement team and the Ooralta office staff, including budgeting and financial expenditure. The Associate Director is responsible for Ooralta and University-related statutory and compliance obligations; conceptualising and developing high quality student support and community engagement programs; driving continuous improvement processes; and fostering and maintaining relationships within the University, Ooralta funding providers and local Aboriginal communities.

This role requires a relevant postgraduate qualification and extensive experience in the development and management of education support services. The ability to lead, manage and coordinate a broad range of operations functions is essential. The successful applicant must have: high level interpersonal and communication skills, including the ability to liaise and influence at all levels; high level consultative, conciliation, negotiation and conflict resolution skills; and the ability to motivate, lead and develop people. The successful applicant will have a high level of analytical and conceptual skills and capacity to manage workloads across different teams with competing deadlines.

**To demonstrate your suitability for this role, please respond to the selection criteria, contained in the position statement, in your application.**

<http://www.une.edu.au/jobs-at-une>

**Closing Date: 3 December 2018**

**Reference No: 218260**



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