

Advancement and Employability Coordinator

Reference: 115101

Type: Permanent

Location: Nathan, Brisbane, Australia

Industry: Education and Training

Salary: AU\$84229 - AU\$91253 per annum + Super

About Griffith University

At Griffith University we believe in, strive for and celebrate the remarkable.

We are known for our high impact research, outstanding student experience, our commitment to social justice and our welcoming environment. We rank in the top 2% of universities worldwide and we're proud of our remarkable achievements, of our people and their passion for making a positive difference. Together we contribute to the development of knowledge and learning in an attractive environment which values excellence, equity, diversity, and innovation.

GUMURRII is a dedicated Student Success Unit for First Peoples (i.e. Aboriginal and/or Torres Strait Islander) students, that assists all undergraduate and postgraduate students in their educational journeys from attraction to success. GUMURRII works in direct partnership, consultation and collaboration with a wide range of internal and external stakeholders and endeavours to complement all aspects of University life by offering a safe and culturally appropriate environment that enhances the student experience.

The opportunity

We are currently looking for an Advancement and Employability Coordinator to lead the development of strategically driven and evidence-based initiatives that enhance the advancement and employability of First Peoples students across the University.

Working in direct consultation and collaboration with a wide range of internal and external stakeholders including the University's Careers and Employment Team, Student Financial Support Office, the Office of Development and Alumni and Griffith University Industry Partnerships team, the Advancement and Employability Coordinator will negotiate, promote and manage a range of initiatives designed to achieve continuous growth and improvements in First Peoples student retention, progression and success. On a day-to-day basis you will be responsible for the internal management and administration of all First Peoples scholarships, traineeships, cadetships and employability initiatives that directly contribute towards and shape the experience of First Peoples students. The Advancement and Employability Coordinator will manage, administer and monitor all existing MOUs, compacts and agreements with a range of internal and external stakeholders, and will actively explore all possible avenues to further heighten student access to any such opportunities that improve First Peoples student retention, progression and success.

Success in this role requires proven stakeholder outreach and engagement, an ability to work independently and as a member of a small team, excellent communication, negotiation and relationship management skills and the ability to contribute to and nurture a culture of excellence, teamwork, compliance and professional work practices, focussing on measurable outcomes and results.

To perform this role, it is essential that the person who holds the position be an Aboriginal or Torres Strait Islander person.

It is therefore a genuine occupational requirement, under section 25 of the Anti-Discrimination Act 1991, that applicants are Aboriginal and/or Torres Strait Islander people.

This is a continuing, full-time position based at the Nathan campus. Griffith is a multi-campus university and therefore it is understood that this position will work across all campuses as required.

About you

To be successful in this role, you will bring demonstrated stakeholder outreach and engagement skills, proven research, data analysis and reporting ability, proven relationship building and management success that have led to demonstrable outcomes and impact. You will be comfortable working independently and as part of a diverse team in an area of major growth and transformation. You will possess proven skills and expertise in advancing First Peoples matters and in contributing to innovative strategies and approaches. You will be an excellent communicator who demonstrates the highest levels of professional integrity and ethical behaviour at all times.

Salary range

HEW Level 7 \$84,229 - \$91,253 per annum. Salary package including 17% employer superannuation contribution: \$98,548 - 106,766 per annum.

How to apply

Please submit your application online, click on the **GRIFFITH JOB LINK** button below and you will be redirected to this position on the Griffith University website for further information and how to apply.

What we offer

Working for one of the most influential universities in Australia and the Asia-Pacific region, you will join a University that spans six campuses in South East Queensland and all disciplines, while our network of more than 200,000 graduates extends around the world.

At Griffith, we've worked hard to create a culture that will challenge you to be curious, creative and courageous. We also support the professional and personal development of all our employees and invest in the skills of our people.

Griffith University values diversity, inclusion and flexibility and we encourage Aboriginal and Torres Strait Islander, and people of all backgrounds to apply. Griffith's strategic goals are to also increase the proportion of women in senior academic and administrative roles and in Science, Technology, Engineering, Mathematics and Medicine (STEMM).

Further information

For further information about this role, please contact Ms Cheryl Godwell-Pepper on c.godwell-pepper@griffith.edu.au or on (07) 3735 4736.

For application queries, please contact Aneta Fijal, HR Officer on (07) 3735 7664.

Closing date: Monday, 9 March 2020 at 5pm AEST. A II applications must be submitted online.

As the team experience high volumes of applications, we appreciate your patience to allow for a timely and fair process for all.

Please note: We do not accept unsolicited CV's from Recruitment agencies / third parties and we will not be liable or responsible for any fees or costs associated with unsolicited CV's sent directly to Line Managers.

**GRIFFITH
JOB LINK**