



# WESTERN SYDNEY UNIVERSITY

## Ref 3375/20 - Aboriginal and Torres Strait Islander Engagement Marketing Project Officer

Western Sydney University's Office of Engagement increases opportunities and prospects of school students, especially in Greater Western Sydney, and ensures effective promotion and engagement of the University through the development of engagement programs, partnerships and initiatives while building strong relationships with key stakeholders including the education sector, prospective students, current students and corporates.

The breadth of the Engagement team includes Schools Engagement Marketing, Widening Participation Engagement Marketing, Aboriginal and Torres Strait Islander Engagement Marketing, Administration, Strategy and Partnerships.

We are currently seeking a highly motivated and enthusiastic Aboriginal and Torres Strait Islander Engagement Marketing Project Officer to ensure the success and enhancement of the Aboriginal and Torres Strait Islander engagement programs for high school students.

The role contributes to planning, program development and evaluation while building and maintain effective stakeholder relationships. The Project Officer prepares and monitors work plans and program schedules, organises and runs a range of, meetings, presentations and events (both in high schools and on campus), develops and delivers in-school learning activities and undertakes program promotion.

### To be successful in this role, you will:

- Have a tertiary qualification in a relevant discipline and/or demonstrated relevant experience in project management, program delivery and/or service provision, preferably in the Education sector
- Demonstrate a high-level understanding and knowledge of the range of issues and challenges faced by Aboriginal and Torres Strait Islander(s) Australians in relation to accessing higher education
- Have well developed written, verbal and interpersonal skills, including ability to liaise and build positive relationships with a diverse range of people and organisations
- Have proven skills in analytical thinking, research and problem solving
- Have strong project management and administration skills
- Demonstrate the ability to work as part of a team and individually, with the ability to organise and monitor own workload, prioritise and meet objectives whilst maintaining professionalism, effectiveness and accuracy

This role will suit a hands-on professional who is a team player and can successfully take on multiple challenges. Applicants should be prepared to operate across different campuses and schools and be willing to step outside job boundaries at times in the interest of achieving demanding deadlines and common goals.

**This is an identified position and applicants must be an Aboriginal and/or Torres Strait Islander Person. Please refer to the Guidelines for Confirmation of Identity for Indigenous Australians for the requirements of this position.**

***It is a mandatory requirement for any incumbent of this position to have a current NSW employee Working with Children Check clearance in accordance with the NSW Child Protection (Working with Children) Act 2012.***

This is a full-time, fixed-term position until 31 March 2021 based at the Hawkesbury campus (in line with the University's COVID19 Return to Campus Plan).

**Remuneration Package:** HEW Level 7 - \$106,084 to \$114,467 per annum (comprising of base salary \$89,642 to \$96,726, plus 17% Superannuation, plus Leave Loading).

**Position Enquiries:** Ms Jo Galea, [j.galea@westernsydney.edu.au](mailto:j.galea@westernsydney.edu.au)

**Closing Date:** 8.30pm, Sunday 18 October 2020

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POSITION DESCRIPTION**