



MANAGER – SCHOOL OF INDIGENOUS STUDIES

The University of Divinity seeks to recruit a Manager for the School of Indigenous Studies for immediate commencement. This position is full-time ongoing and is located at the University's Brisbane offices at St Francis College, 233 Milton Road, Milton, Queensland.

APPLICATIONS

Closing date for applications:

5pm on 29 November 2022

Applications must include:

A cover letter addressing the selection criteria
A curriculum vitae
Contact details for three referees

Send applications electronically to:

Anjali Antoniotti
Chief of Staff
aantoniotti@divinity.edu.au

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About the University

The University of Divinity delivers education and research in theology, philosophy and spirituality and for over one hundred years has prepared its graduates for ministry, leadership and community service.

The University is regularly ranked by students as the top University in Australia for student satisfaction and learner engagement, reflecting the high quality of its curriculum and the dedication of staff to working with small classes.

The University operates across Australia and works in partnership with Colleges in Adelaide, Brisbane, Melbourne, Sydney and Perth, together with over thirty churches, religious orders and associated organisations in a unique ecumenical enterprise. The main campus is located at the St Paschal Estate in Box Hill in the eastern suburbs of Melbourne, Victoria.

The University's Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

For more information, please see www.divinity.edu.au.

About the School of Indigenous Studies

Launched in December 2021, the School's mission is to encourage the development of Aboriginal and Torres Strait Islander theologies and ministries, and to decolonise the Eurocentric versions of Christianity that remain dominant in this country.

This will be achieved through:

- forming respectful relationships with Aboriginal and Torres Strait Islander communities and Elders and with Indigenous councils and assemblies amongst the University's partner churches
- delivering Aboriginal, Torres Strait Islander curriculum in partnership, where appropriate, with the University's Colleges
- encouraging and developing a University-wide research culture that embeds Aboriginal and Torres Strait Islander methodologies, ontologies, and epistemologies along with Indigenous approaches to theology and ministry that seek to inform and challenge the wider church and community.
- providing a culturally safe and supportive environment for Aboriginal and Torres Strait Islander peoples to promote access, retention and success in theology and ministry.
- continuing to transform the cultures and activities of the University, its Colleges, and partners, to promote justice and equity and to address the impact of colonisation.
- developing innovative and engaging learning experiences with the wider church and community that foster knowledge, respect and understanding of Aboriginal and Torres Strait Islander histories and knowledge and of shared histories that are purposeful, and transforming.

POSITION DESCRIPTION: MANAGER – SCHOOL OF INDIGENOUS STUDIES

The Manager provides executive support and business development services to the Head of the School of Indigenous Studies, and administrative support for students, graduates, and staff of the School of Indigenous Studies.

1. Key responsibilities

- 1.1 Provide executive administrative support for enquirers, applicants, students and graduates for the School of Indigenous Studies, including basic course advice and referral to student services
- 1.2 Support the Head of the School of Indigenous Studies in business development and marketing activities to ensure course numbers and the course pipeline meets the operational goals of the program.
- 1.3 Assist in collating course material and supporting the Head of the School of Indigenous Studies and academic staff at the commencement, and throughout the course to ensure each cohort of students have a positive and professional experience.
- 1.4 Provide administrative support for the School of Indigenous Studies Committee including resourcing academic quality assurance processes
- 1.5 Manage application, admission and enrolment, orientation, progress, and course completion requirements for students in the School of Indigenous Studies including the management of student records
- 1.6 Ensure award and unit information is maintained in the University's unit management system and learning management system and assist in preparation and implementation of timetables
- 1.7 Draft, audit and review policies and procedures.
- 1.8 Prepare budgets and reports, including planning and auditing, under the direction of the Head of SIS.
- 1.9 Any other executive and administrative support as directed by the Head of the School of Indigenous Studies and the Chair of the School Committee.

2. Key working relationships

The Manager

- 2.1 Reports to the Head of the School of Indigenous Studies
- 2.2 Works closely with the staff of the School of Indigenous Studies
- 2.3 Works closely with staff in the Office of the Vice-Chancellor
- 2.4 Engages proactively with enquirers, students, graduates and staff of the School of Indigenous Studies
- 2.5 Liaises with the Chair and members of the School of Indigenous Studies Committee

3. Selection Criteria

- 3.1 An undergraduate or postgraduate degree or equivalent qualification
- 3.2 At least 1 or 2 years of experience working with Indigenous peoples
- 3.3 A demonstrated knowledge of Indigenous cultures, historical experiences, and contemporary issues and with proven experience of working with Aboriginal and/or Torres Strait Islanders in a sensitive manner.
- 3.4 Experience in a related role in tertiary education (e.g., Postgraduate Student, Student Engagement, Registrar)
- 3.5 Demonstrated ability to provide high quality client-focussed services
- 3.6 Excellent verbal and written communication skills
- 3.7 Excellent time management skills to ensure that workload can be effectively prioritise
- 3.8 Advanced expertise in the use of Microsoft Office products
- 3.9 Motivated and proactive individual who can work within strict deadlines
- 3.10 Demonstrated research experience, data collection, and report writing

4. Terms and conditions

The position of School Manager is a full-time ongoing appointment subject to completion of a six-month probationary period and satisfactory performance. The position will be remunerated under the *Higher Education Industry - General Staff* award on the University's salary scale at HEW 6.1 (\$92,591.82 effective from 1 January 2023) plus 10.5% superannuation and 17.5% annual leave loading.