



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

PROFESSIONAL SERVICES

Position Title	Learning Skills Advisor
Classification/Level under the Enterprise Agreement (if applicable)	Level 6/7
Management Level	Specialist
Faculty/Portfolio	Deputy Vice-Chancellor (Education)
School/Division	Dean of Students
Main Location(s)	Liverpool Campus
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

The Learning Skills Advisor is responsible for transforming UOW's provision of academic and learning skills support that enables all students to academically progress with their studies.

The Learning Skills Advisor will work collaboratively with staff in UOW's Faculties to gain a deep understanding of subject content and assessment tasks, in order to develop curriculum aligned workshops and activities that enable proactive skill development amongst student cohorts. Learning Skills Advisors will ensure academic support is inclusive and accessible to all students, as well as designing cohort-specific programs to improve academic progress in identified at-risk cohorts. Learning Skills Advisors will utilise their knowledge and application of learning, academic literacy and understanding of language conventions to enhance student progress and achievement in their course. This position works as part of a local campus team, contributing to local campus projects and priorities as well as the wider UOW Student Academic Success team responsible for delivering academic skills support for students.

Position Environment

UOW is a leading Australian University with a history of outstanding achievement in teaching, learning and research output across a truly global footprint. UOW attracts students from over 130 countries and is committed to providing our diverse student body with an engaging world-class and internationally oriented learning experience. With international campuses in Dubai, Hong-Kong, India and Malaysia, and a range of metropolitan and regional campuses in Australia including Wollongong, the Southern Highlands, the South Coast, southern and south-western Sydney, and Sydney CBD, UOW is committed to delivering benefit for all of our communities.

Major Accountabilities/Responsibilities

1. Service and Program Delivery: Deliver services and programs that support the development of student skills in the area of academic literacy and learnings. This may include provision of academic literacy and learning advice and guidance; English language support services; Independent learning skills support for students with a disability; Curriculum aligned workshops that proactively enhance student academic skills; and Pre-commencement programs that aim to bridge the gap between students' previous educational experiences and higher education.
2. Stakeholder Engagement: Work collaboratively with academic and professional staff on the provision of academic literacy and language development programs and services, which may include but is not limited to: Regular cycles of planning and review with identified subject coordinators to develop workshops and activities that enable proactive skill development amongst student cohorts; Provide expert and collaborative input into courses and subjects undergoing development in order to support student achievement in academic literacy and learnings
3. Resource Development: Work collaboratively with the Learning Skills team to assist in the development, delivery and evaluation of high quality resources and programs to support achievement of academic literacy and learning for both students and staff; and Inform curriculum design to build academic/learning skills
4. Administration: Actively engage in the broader working and achievement of the goals of the Team.
5. Act in accordance with University policies as amended from time to time, the Values in Action Framework of Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity, and our commitment to Equity, Diversity and Inclusion.

6. WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - <https://www.uow.edu.au/about/services/safe-at-work/whs-framework/>

Reporting Relationships and Other Key Contacts

Position reports to	Manager, Learning Skills
Positions supervised by this position	Indirect management of student casuals
Other key contacts and stakeholders	Learning Skills Coordinator, Liverpool Learning and Maths Skills Advisors Senior Manager, Student Academic Success Manager, Peer Academic Programs Maths Skills Team Leader Campus teams UOW Faculty staff UOW Library UOW College Students

Selection Criteria

- Relevant tertiary qualification and subsequent experience in academic literacy or learning focused roles
- Recent teaching or instructional experience including a demonstrated ability to relate well to, engage with and engender confidence in students from diverse backgrounds to achieve learning outcomes
- A sound understanding of the issues related to and demonstrated skills in the development of literacy and learning competencies necessary for students to succeed in university studies
- Demonstrated capacity to engage in collaborative practice, contribute to a collegial environment and coordinate work with others to achieve quality outcomes
- Highly developed interpersonal and communication skills, including excellent writing and presentation skills, and the ability to embrace cultural change and changes in professional practice
- Proven ability to demonstrate initiative, independently prioritise work, meet deadlines and produce high quality outcomes in situations which may require negotiated solutions between diverse organisational areas
- Strong technology skills to support a high quality learning experience for students and efficient and effective administrative and collaborative professional development processes together with the capacity to learn and utilise new online technologies as appropriate
- Demonstrated commitment to applying inclusive, culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of culturally diverse people in all work practices.
- Previous experience in working in a higher education environment.
- TESOL qualifications and/or experience desirable.

Special Job Requirements

- May be required to work outside of standard business hours or across campuses and research partner facilities.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.



- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the WHS Framework.
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

Position Description Status

This table contains information about the status and approval of this document

Date created	30 July 2025
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	24 September 2026
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	30 July 2028

