Position Description

PROFESSIONAL SERVICES

Position Title	Student Employability and Engagement Coordinator (*Identified)
Classification/Level under the Enterprise Agreement (if applicable)	Level 6/7
Management Level	Team Leader / Specialist
Faculty/Portfolio	Indigenous Strategy and Engagement
School/Division	Woolyungah Indigenous Centre (WIC)
Main Location(s)	Wollongong Campus
Delegations *(if applicable)*	Not applicable

'This is an Identified position and being an Australian Aboriginal and/ or Torres Strait Islander is considered a 'genuine occupational qualification' in accordance with section 14(d) of the Anti-Discrimination Act 1977 (NSW).

The successful applicant is required to provide confirmation of their Australian Aboriginal and/ or Torres Strait Islander heritage.'

Primary Purpose of the Position

To coordinate culturally safe employability, work-integrated learning and student engagement initiatives for Aboriginal and Torres Strait Islander students and graduates. The position develops partnerships, connects students with internships, graduate pathways, mentoring and continuing study opportunities, and provides tailored advice and support throughout application, placement and transition processes.

Position Environment

The Woolyungah Indigenous Centre supports the recruitment, access, participation, success and progression of Aboriginal and Torres Strait Islander students across UOW locations. Working in a student-centred and culturally responsive environment, the position collaborates with students, alumni, University colleagues, employers, government agencies and community partners to improve employability and engagement outcomes.

Major Accountabilities/Responsibilities

1. Employability Strategy and Programs: In consultation with the Senior Manager WIC, lead the delivery of WIC's strategic objectives relating to increasing the employability of Aboriginal and Torres Strait Islander students. Plan, implement and evaluate employability, work integrated learning (WIL) and other programs such as CRLP 200, NSW and Federal Public Sector Graduate programs, mentoring programs, internships and graduate programs.
2. Partnerships and Stakeholder Engagement: Build and formalise partnerships with internal and external employability providers and support services.
3. Student Advice and Referral: Provide timely and accurate advice and referral to current students and graduates on employment application processes, graduate study, scholarships and graduate preparation and interpreting University policy and procedure.
4. Placement Support: Coordinate culturally safe placement support, including liaison with faculty placement coordinators and management of tailored financial support.
5. Student Ambassador Program: Coordinate the WIC Student Ambassador Program, including recruitment, rostering and delivery of activities.
6. Systems and Continuous Improvement: Design, implement and improve employability systems and processes, considering the impact on the broader University operations. Evaluate services and programs to ensure quality and best practice.
7. Planning and Resourcing: Prepare resourcing forecasts, budgets and staff rosters, and develop proposals for resource allocation.

8. 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.
9. 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	Senior Manager, Woolyungah Indigenous Centre
Positions supervised by this position	Not applicable
Other key contacts and stakeholders	Aboriginal and Torres Strait Islander students and alumni; WIC colleagues; faculty and academic staff; professional services teams; placement coordinators; industry, government and community partners; internship, mentoring and graduate program providers.

Selection Criteria

- 'Aboriginality' or 'Must be of Australian Aboriginal and/or Torres Strait Islander heritage'
- A relevant qualification with substantial relevant experience, or an equivalent combination of education, training and professional experience.
- Strong project and operational coordination skills, including the ability to manage competing priorities, stakeholders, timelines and resources in a high-volume environment.
- Demonstrated interpersonal and relationship management skills, with the ability to work effectively with students, colleagues, and external stakeholders.
- Excellent written, verbal and interpersonal communication skills, including the ability to provide clear advice and tailor communication to diverse audiences and cohorts.
- Demonstrated ability to contribute to culturally safe, respectful and inclusive programs and work environments for Aboriginal and Torres Strait Islander peoples.
- Experience using administrative systems, common office technologies and data to maintain records, monitor outcomes, evaluate services and prepare reports and recommendations.
- Demonstrated judgement, initiative and problem-solving capability, including interpreting relevant policies and procedures and identifying appropriate referrals or escalation pathways.

Special Job Requirements

- This position is not suitable for remote working arrangements.
- May be required to work outside of standard business hours or across campuses and research partner facilities.
- This position has been classified as "child-related work". In accordance with relevant legislation, prohibited persons are not permitted to apply for positions that are classified as "child-related work". Accordingly, candidates will be required to undertake and pass a Working with Children Check Clearance. For more information on how to apply for the clearance, please visit the Office of the Children's Guardian website https://ocg.nsw.gov.au/working-children-check
- This position is identified for Australian Indigenous people, pursuant to section14 (d) of the NSW Anti-Discrimination Act. UOW considers that being of Aboriginal and/or Torres Strait Islander descent is a genuine occupational qualification or requirement for this position under relevant anti-discrimination legislation.
- This position is subject to a National Criminal Check.
- This position requires the position holder to hold and maintain a valid, current Australian Driver Licence
- This position is a student facing role, with activities and services being delivered to students. Therefore, this position requires an on-campus presence, with the opportunity for flexible work arrangements that ensures the effective delivery of the unit's operational objectives.

- Restriction on leave during peak periods may apply.

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.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

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

Date created	13/11/2025
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	09/11/2026
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	