

UTS POSITION DESCRIPTION



UTS: HUMAN RESOURCES

POSITION TITLE: Academic (Indigenous Academic Development Program)

UNIT: Managed by the Office of the Pro Vice-Chancellor (Indigenous Leadership and Engagement) for appointments in Jumbunna Indigenous Institute of Education and Research; or UTS Faculty; or other UTS Academic Units

LEVEL: Academic Level A or B

POSITION PURPOSE

The Academic will be employed through the Indigenous Academic Development Program, which is established to achieve the strategic objectives and aims of the UTS *Wingara Indigenous Employment Strategy*. The position provides UTS the opportunity to 'grow our own' Indigenous academic staff for future recruitment.

An Academic (Indigenous Academic Development) is a higher degree research (HDR) UTS student who is selected on the basis of their suitability to progress into a career as an academic member of staff. Ideally, the HDR student will need to have passed the 'Stage 1 Milestone – Confirmation of Candidature' to be eligible for an appointment. However, students are assessed on their overall capabilities and capacity to work and maintain candidature commitments.

An Academic (Indigenous Academic Development) can also be enrolled in a postgraduate coursework degree that includes a research component.

An Academic (Indigenous Academic Development) will work up to a 0.4 (2 days per week) full-time equivalent (FTE) academic contract for the duration of their PhD or Masters by Research or postgraduate coursework degree. The setting of tasks and responsibilities will, therefore, be in accordance with the UTS Academic Staff Agreement or UTS Professional Staff Award and the number of hours worked per fortnight.

An Academic (Indigenous Academic Development) will be employed in a Faculty / Academic Unit or Jumbunna Institute for Indigenous Education and Research (JIIEER) and will have the opportunity to mentor other Indigenous students where relevant, teach and/or undertake research, depending on the potential hiring Faculty / Academic Unit's requirements and/or the research student's professional interests, where relevant.

An Academic (Indigenous Academic Development) also works with Indigenous staff and students in JIIEER, to contribute to Indigenous student success, retention, and completion rates.

DIMENSIONS

UTS is committed to the principle of self-determination for Indigenous people. Self-Determination being the internationally recognised right of Indigenous peoples to control their own affairs, maintain their culture and heritage and determine their future.

UTS acknowledges Indigenous Australians as the original Australians and ongoing custodians of "Country" who occupy a unique place within Australian society and subsequently within UTS. Therefore UTS seeks to develop an institutional identity, which takes pride in and actively seeks to identify with Indigenous Australians.

UTS is committed to the achievement of educational and employment outcomes for Indigenous Australians that are equal to those of other Australian students. UTS endorses the principle of equity for Indigenous peoples. Consequently, UTS believes that developing and delivering appropriate and effective educational services for Indigenous students is essential.

The recommendations in the *Review of Higher Education Access and Outcomes for Aboriginal and Torres Strait Islander People Final Report (2012)*, regarding Indigenous participation in higher education, is for Universities to increase the number of Aboriginal and Torres Strait Islander staff and to consider creative approaches to recruitment and support that leads to positive retention strategies to avoid staff attrition.

RELATIONSHIPS

Supervision

An Academic (Indigenous Academic Development) is supervised by a member of the hiring Faculty / Academic Unit.

No positions report to an Academic employed through the Indigenous Academic Development Program.

Mentoring

An Academic (Indigenous Academic Development) may be mentored by a specific position within Jumbunna Indigenous Institute of Education and Research, or by another UTS staff, where required.

Support and guidance may also be provided from the:

- Coordinator, Indigenous Higher Degree Research, Jumbunna Indigenous Institute of Education and Research; and/or
- other senior Indigenous academics, where relevant.

COLLABORATION AND COMMUNICATION

An Academic (Indigenous Academic Development) works collaboratively in a team with the support and guidance of more senior academic staff.

Contacting and communicating with academics, advocates and agencies (as directed by the supervisor) who may have experience with respect to the research project and hold information relevant to the specific project of work.

Regular communication with the workplace supervisor, including reports as requested, or as required.

MAJOR RESPONSIBILITIES

In accordance with the hiring Faculty / Academic Units' discipline and set requirements, the position may be required to:

- Engage in scholarly research and academic activities, as relevant to tasks performed by academics at Levels A or B, as either teaching and research staff, or research academic staff.
- Work on research projects and in research teams, independently or under supervision.
- Contribute to the development of subject specific tuition and teaching of the subject, as relevant to one's discipline or related area of expertise.
- Meet administrative requirements accurately and promptly including, but not limited to keeping records or marking.
- Attend training and development sessions and staff meetings periodically, including an induction session at the commencement of employment.
- Contribute to funding applications to develop and/or extend research projects.
- Contribute to research written articles as co-authors, where reasonable contribution has been made to the work.
- Establish and maintain collaborative and respectful working relationships with UTS: Jumbunna staff and students; and colleagues in the hiring Faculty / academic Unit.
- Mentoring and working with Indigenous students in Jumbunna to contribute to student's success, retention and completion rates.

ENVIRONMENT AND POSITION CHALLENGES

An Academic (Indigenous Academic Development) works in a complex higher education environment, under supervision, whilst studying and conducting their own research for completion of a postgraduate degree.

Jumbunna provides a culturally safe environment for Indigenous students to study and access services targeted at their specific needs. An Academic (Indigenous Academic Development) can be mentored and supported to work proactively in their position and to maintain a culture that is open and supportive in order to navigate the demands of their university studies and work commitments.

The Academic (Indigenous Academic Development) needs to:

- Understand Faculty and UTS policies, procedures, regulations, guidelines and organisational structure.
- Keep abreast of technological changes/practices.
- Maintain accuracy, efficiency, timelines and confidentiality.
- Duties will vary in accordance with the program for academic teaching sessions and other time pressures.

AUTHORITY TO ACT

An Academic (Indigenous Academic Development) will be expected to act autonomously within the broad guidelines set by the hiring Faculty / academic Unit and with support and guidance from more senior staff.

An Academic (Indigenous Academic Development) has no financial delegation.

HEALTH AND SAFETY

All staff must:

- take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- report all accidents, incidents and hazards to their supervisor as soon as is practicable.
- follow specific health and safety procedures as directed.

RECORDS MANAGEMENT

- Create and collect records that document the incumbent's activities.
- Ensure records are captured into the official recordkeeping system.
- Manage records consistent with university procedures.

UTS SELECTION CRITERIA

UTS: HUMAN RESOURCES

POSITION TITLE: Academic (Indigenous Academic Development)

UNIT: Managed by the Office of the Pro Vice-Chancellor (Indigenous Leadership and Engagement) for appointments in Jumbunna Indigenous Institute of Education and Research; or UTS Faculty; or other UTS Academic Units

LEVEL: Academic A or B

Skills and Attributes

- Eagerness to work within an academic role.
- Potential to develop expertise in teaching and research with an increasing degree of autonomy in the area of study and research.
- Excellent written and oral communication skills and ability.
- Capacity to develop subject specific materials, as relevant.
- Capacity to manage time and cope with multiple deadlines.
- Capacity to work independently.
- Flexible and understanding approach to working with competing demands on one's own time.
- Ability to effectively liaise with diverse peoples.
- Ability to establish and maintain collaborative and respectful working relationships with students and staff.
- Ability to work independently with minimal supervision or as part of a team.
- High level computing skills – skills in desktop research literature reviews.

Knowledge

- Understanding of the educational, social and economic factors that impact upon Aboriginal and Torres Strait Islander participation in Australian higher education.
- Knowledge of Equity principles and their application to workplace environments.
- Knowledge of Workplace Health and Safety principles in the workplace environments.

Qualifications

- Aboriginal and/or Torres Strait Islander and enrolled in a postgraduate degree at masters or PhD level, involving research and/or coursework.

Experience

- Experience working with Indigenous Australian people is preferred but not essential.