



POSITION DESCRIPTION

Position title: First Nations Curriculum Officer	Classification Level: Bond Level 4
Faculty / Office: Faculty of Health Sciences & Medicine	Date Position Classified / Updated: February 2024

BOND UNIVERSITY AND ITS VALUES

Bond University acknowledges the people united by the Yugambeh language on whose ancestral land our University now stands. We pay our respects to Elders past, present and emerging and we do so in the spirit of reconciliation.

As Australia's first private non-profit university, Bond University seeks to be recognised internationally as a leading independent university.

Our future direction is clearly set out in the University's Strategic Plan and staff are expected to understand the strategic priorities to support their work and demonstrate their ongoing commitment.

Bond University is committed to fully realising the skills and capabilities of all staff and students to benefit from their diversity and talent. We support all aspects of equal opportunity, diversity, and inclusion in the workplace, and promote behaviour that reflects Bond University's core values:

- Respect and concern for students and colleagues
- Truth, inquiry and the pursuit of advanced knowledge
- Excellence in everything we do and pride in achievements
- Effective collaboration and teamwork
- Accountability for performance, actions and learning
- Productive engagement between students and staff

Bond University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation.

This position is first and foremost with Bond University and although this position is described as operating within a specific section of the University, it is a fundamental requirement of your position that the best interests of the University are your priority at all times.

Bond University has a long-standing and deeply embedded commitment to building strong relationships with the Aboriginal and Torres Strait Islander communities, with the primary goal of improving educational opportunities and providing culturally safe and supportive learning and working environments for our Indigenous staff and students. Understanding Aboriginal and Torres Strait Islander experiences directly from Aboriginal and Torres Strait Islander staff and students better equips the Bond community.

PURPOSE OF THE POSITION:

The First Nations Curriculum and Engagement Officer reports to the Manager of Curriculum, with professional accountability to the Professor of First Nations Health, and supports the University's commitment to being a culturally competent institution that embraces the heritage, knowledge, and values of all Indigenous peoples including Australia's Aboriginal and Torres Strait Islander people.

It is expected that the incumbent has cultural knowledge and understanding, community connections and engagement skills, in addition to excellent skills and experience in administration, communication and teamwork. This role is fundamental to supporting the HSM First Nations and Curriculum teams and will be an integral member of the professional team in Health Sciences and Medicine, with strong links to other relevant University departments and staff.

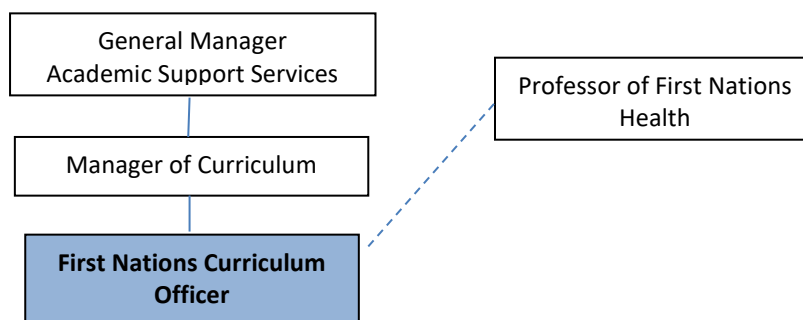
The First Nations Curriculum Officer supports cultural awareness and training initiatives including cultural immersion events for the Faculty and provides a significant contribution to curriculum, education and research resources as required to ensure that first nations knowledge is available to Faculty staff and students.

The role is the secretariat for the HSM First Nations Committee and will fulfill duties including drafting of papers, organising of events, communication with stakeholders and other duties as requested by the Chair. The role also provides other high level administrative support relevant to the Curriculum Team and First Nations portfolio.

The incumbent is required to have established, professional judgement skills and the ability to be an effective public interface for the University. Operating with a degree of independence in a fast-paced environment, the position is required to be well organised, flexible, proactive, resourceful, and efficient.

REPORTING RELATIONSHIP:

This position reports directly to the Manager of Curriculum and will also take direction from the Professor of First Nations Health and work collaboratively with other areas across the Faculty and the University to effectively facilitate the daily operations of this role.



SELECTION CRITERIA:

- A minimum of five years demonstrated experience in a relevant role that includes high level administration and experience in engagement with internal and external stakeholders, and the capacity to liaise, build and maintain effective working relationships across campus.
- Recognition of and respect for First Nations lore and culture in general, and specifically the Australian context.
- High level capacity to plan and think strategically, and to lead cultural awareness and training initiatives in a way which is consistent with the overall strategic objectives of the University.
- Excellent organisational, project management and problem-solving skills with a track record of managing competing demands and meeting deadlines successfully without compromising student support, in a fast-paced, pressured environment.
- Excellent communication skills, both written and verbal, including the ability to speak confidently to large groups of people.
- Proven efficiency and experience in using technology in an educational setting such as Microsoft Office Suite and student management systems.

DESIRABLE ATTRIBUTES:

- Aboriginal and/or Torres Strait Islander person, strongly connected to the Aboriginal and/or Torres Strait Islander community and culture.
- Qualifications in administration or business.
- Previous employment within a university.

COMPETENCY:

RESPONSIBILITY:

**PERFORMANCE
INDICATORS:**

Administration	<ul style="list-style-type: none"> • Operate as a fully integrated member of the HSM Curriculum Team, including high level administration, teamwork, communication, and project management for all HSM staff and students relevant to the curriculum portfolio. • Under the direction of Professor First Nations Health, advocate and provide advice to build capacity and create positive change in the academic curriculum. • Coordinate and report on First Nations specific education activity and initiatives to support HSM Program Accreditation. • Lead the administrative organisation of Cultural Immersion activities for the Faculty and provide support, reports, analysis, and quality improvement initiatives. • Advocate and resolve issues, and exercise judgement on when to escalate complaints of unconscious bias or systemic racism. 	<ul style="list-style-type: none"> • High quality administration support completed. • Actively seek and respond to feedback. • Provide secretariat to committees. • Contribution to equipping graduates and staff with cultural competency. • Cultural tours and training for new staff members.
Cultural support	<ul style="list-style-type: none"> • Under the direction of the Professor First Nations Health, liaise with staff, Faculties, and business units of the University to identify and develop cultural knowledge and competence. • Provide cultural expertise and advice to the HSM community. • Contribute to development, management, pastoral and cultural care plans for HSM First Nations Students. • Advocate and liaise with other University staff on behalf of Indigenous students where appropriate to enhance their educational support. • Establish and maintain relationships with Bond support services to provide advice and support in relation to Indigenous cultural matters ie SBC, counselling and medical services. 	<ul style="list-style-type: none"> • Successful cultural support for Indigenous students and staff. • Connecting staff and students with local Indigenous community to ensure they have a place of identity. • Regular meetings with support services and staff to build capacity around cultural awareness and specific needs. • Report arising matters to the Professor of First Nations Health.
Engagement	<ul style="list-style-type: none"> • Coordinate the delivery of Indigenous cultural events and programs for internal and external stakeholders. • Speak at Bond University corporate partner events. • Involved in the delivery of the Indigenous events. • Develop, manage and coordinate internal and external relationships in consultation with the Manager and Professor. 	<ul style="list-style-type: none"> • Successful execution of Indigenous events. • Positive relationships with students, staff and other stakeholders • Increased participation in Indigenous Alumni events. • Raising profile and visibility of Indigenous Program.
Other Administration	<ul style="list-style-type: none"> • Provide regular reports, briefing papers and other information as needed/requested by the Manager or Professor. • Manage competing demands, take responsibility for own actions, keep commitments, prioritise, and plan work activities and complete tasks on time. • Demonstrate discretion, diplomacy, and ability to apply the principles of confidentiality. 	<ul style="list-style-type: none"> • Provide reports as requested. • Self-management, time management and reliability demonstrated. • Demonstration of these aspects.
Understanding of Quality Assurance	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes. 	<ul style="list-style-type: none"> • Evidence of application personally and within teams. • Evidence of contribution to

		achieving strategic and operational goals.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> • Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills. 	<ul style="list-style-type: none"> • Positive relationships and demonstration of inclusivity and diversity. • Professional development of self.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> • Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable). 	<ul style="list-style-type: none"> • Rate and rectification of incidents • Evidence of risk identification and mitigation • Evidence of understanding practical risk management and opportunity cost. • Compliance with mandatory training.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by Management.