



Position Description

Position Title: Manager	Classification: PACCT 6
Faculty/School/Office: Nyombil Centre	Date Position Classified/Updated: October 2025

About the Bond University Nyombil Centre:

Bond University is located in the heart of the Gold Coast on the traditional lands of the Kombumerri people, part of the wider Yugambah Language Group. The University acknowledges the deep cultural and historical significance of this land and is committed to fostering an environment where Indigenous knowledges are respected, shared, and integrated into the life of the institution. This commitment is reflected in our ongoing efforts to create spaces and opportunities that encourage meaningful engagement between Aboriginal and Torres Strait Islander and non-Indigenous students, staff, and community members.

In alignment with this commitment, Bond University established the Nyombil Centre in 2012 as a cultural hub dedicated to supporting Aboriginal and Torres Strait Islander students and enriching the broader University community. The Centre provides a culturally safe and welcoming environment that encourages connection, learning, and transformation. It plays a pivotal role in assisting students as they transition into university life and onward into employment or further study, while also serving as a space for knowledge sharing, community building, and cross-cultural exchange.

Staffed by a dedicated team of Aboriginal and Torres Strait Islander professionals, the Nyombil Centre supports the success of our Indigenous Australian students from initial recruitment and orientation through to graduation. The culturally strong team offers holistic support, including academic guidance, tutorial assistance, pastoral care, and access to culturally appropriate programs designed to empower students and foster academic and personal success. Through these initiatives, the Centre affirms the importance of culturally responsive education and provides Indigenous students with the tools and support they need to thrive at university and beyond.

Purpose of the Position:

The **Manager, Nyombil Centre** holds responsibility for the strategic and operational leadership of this important cultural centre. Reporting directly to the Provost, the Manager plays a key role in shaping the direction of the Centre and ensuring its programs and services remain responsive to the evolving needs of Indigenous students and the wider University community. The role is instrumental in fostering a culture of inclusion, collaboration, and respect, and in promoting the Centre as a place of innovation in Indigenous education and cultural engagement for Bond University. As a senior Indigenous leader of the University, this role contributes strategic advice within the Bond University Indigenous portfolio.

The Manager works collaboratively across the University to develop partnerships across the Bond community and implement policies and initiatives that strengthen opportunities for Aboriginal and Torres Strait Islander students. A core focus of the role is the continuous evaluation and enhancement of services provided through the Nyombil Centre, with the aim of ensuring that Aboriginal and Torres Strait Islander students achieve equitable outcomes and maintain a success rate above the national average. The Manager is also responsible for identifying and creating targeted initiatives that support students at critical transition points in the student lifecycle, from pre-enrolment pathways, academic success to graduation and post-university career outcomes.

Close collaboration with internal units, such as the Office of Future Students, is an essential part of the role, particularly in the development of culturally informed recruitment strategies that position Bond University as a destination of choice for Aboriginal and Torres Strait Islander learners. The Manager also liaises with other central services across the University to ensure that enrolled Indigenous students have access to appropriate support, advice, and resources delivered with cultural competence and empathy.

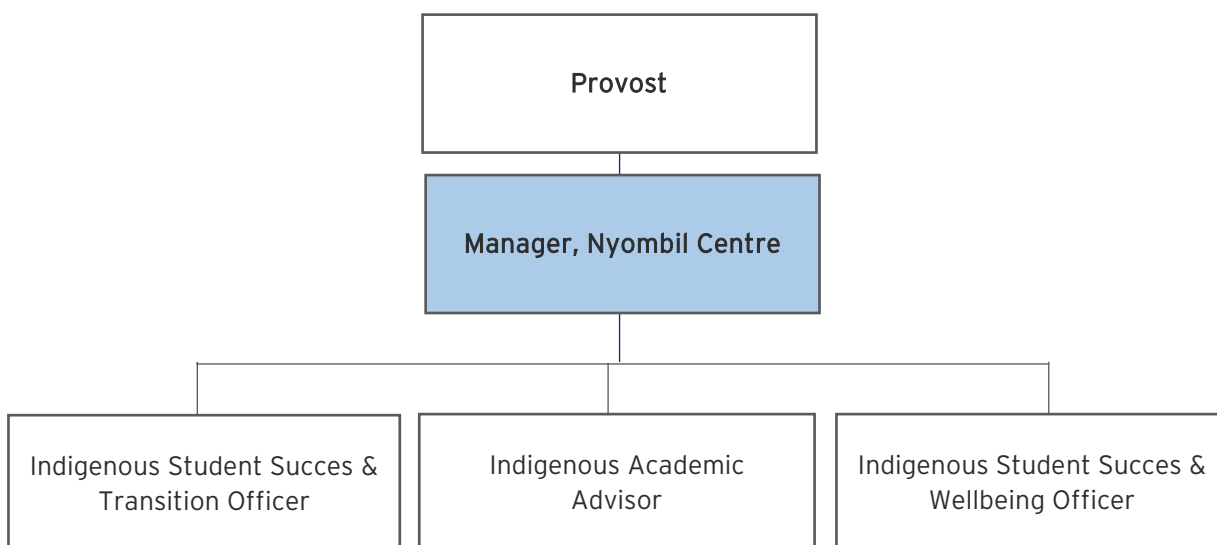
As part of the role, the Manager leads a team comprising Indigenous Student Success Officers and an Indigenous Academic Advisor, coordinating their activities and ensuring alignment with institutional goals. The Manager also oversees the responsible administration of funding under the Indigenous Student Success Program (ISSP), providing regular updates and reports to the Provost, coordination of annual Indigenous scholarship rounds and contributing to governance structures such as the Indigenous Consultative Committee.

The position requires a strong and visible presence within the Nyombil Centre, as well as active engagement beyond the University. The Manager is expected to represent Bond in outreach activities, including visits to schools and community organisations with Indigenous cohorts, and to coordinate on-campus experiences that foster connections between prospective students, their families, and the University.

Ultimately, the Manager, Nyombil Centre plays a key role in advancing Bond University's recognition as a national leader in Indigenous higher education. By engaging Aboriginal and Torres Strait Islander peoples as partners in the development and delivery of culturally safe, inclusive, and empowering experiences, the Manager helps to embed reconciliation and respect at the heart of the University's mission.

Reporting Relationship:

This position reports directly to the Provost and works closely with numerous areas within the University to effectively manage the daily operations of the Centre. The Manager has three direct reports, as indicated below:



Selection Criteria:

- This is an Identified position. The appointee will be an Aboriginal and/or Torres Strait Islander person.
- Postgraduate qualifications or progress towards postgraduate qualifications
- A minimum of 5 years' relevant experience and proven management expertise.
- Proven ability to support shared purpose, think strategically and innovatively to develop and implement clear priorities, demonstrate sound professional judgement and exceptional communication skills.

- Ability to build and sustain collaborative relationships across the University and with our external partners, develop partnerships with diverse groups and individuals, and actively lead others to work collaboratively and constructively.
- Ability to engage effectively and persuasively with senior colleagues through a well-developed ability to collaborate, negotiate and influence effectively with a wide range of University and community stakeholders.
- Ability to demonstrate drive and integrity through a strong commitment to action and taking responsibility for modelling the professional behaviours important to the University.
- Ability to develop and implement transition and success strategies that can assist our First Nations cohort achieve equitable academic outcomes.
- Experience of case management, support plan development and be competent in the use of case management software
- A current Blue Card.
- Excellent computer and administrative skills.
- Demonstrated ability to provide high quality support to Aboriginal and Torres Strait Islander students.
- Demonstrated ability to co-ordinate outreach programs such as school liaison activities, schools' visitations and facilitating on campus experiences as required.

Desirable Criteria:

- Extensive leadership experience gained in a similar role at another Australian University.
- Leadership experience with an Aboriginal or Torres Strait Islander Unit at a non-University educational institution.
- Demonstratable contributions to Aboriginal or Torres Strait Islander Community Organisations,

Competency	Responsibility
Strategic and Operational Leadership	• Provide senior Indigenous leadership within the University by contributing strategic advice within the Bond University Indigenous portfolio. • Foster a culture of inclusion, collaboration, and respect, and lead the promotion of the Nyombil Centre as a place of innovation in Indigenous education and cultural engagement for Bond University. • Lead the strategic direction and day-to-day management of the Nyombil Centre, ensuring its continued development as a cultural hub and place of learning, support, and transformation. • Lead the development, implementation, and evaluation of programs and initiatives that support the success of Bond University's Indigenous students. • Ensure the Centre remains responsive to the evolving needs of Aboriginal and Torres Strait Islander students, fostering a culture of respect, collaboration, and inclusion.
Student Success and Lifecycle Support	• Oversee the delivery of culturally appropriate student success services that span the entire student lifecycle, including recruitment, orientation, academic support, wellbeing, and transition into employment or further education. • Develop targeted initiatives to support Indigenous student retention, success, and completion, particularly at key transition points. • Ensure high-quality, culturally safe student services through effective coordination of the Indigenous Student Success Officers and the Indigenous Academic Advisor.
Community Engagement and Recruitment	• Collaborate with the Office of Future Students and other relevant Central services to develop and implement recruitment strategies that engage Aboriginal and Torres Strait Islander communities and promote Bond as a university of choice.

	• Represent Bond University in schools and community organisations, fostering partnerships and facilitating on-campus experiences for prospective Indigenous students. • Liaise with Aboriginal and Torres Strait Islander communities to support co-design and partnerships with Elder.
Cultural Knowledge Sharing and Institutional Capacity Building	• Promote the inclusion of Indigenous perspectives across the University through cultural events, knowledge sharing initiatives, and engagement with Elders and community leaders. • Work in partnership with the Bond University Elder and Manager, First Nations Cultural Education and other members of the Bond Indigenous Staff Network to support cultural learning and capacity building for staff, students and the Bond community.
Funding, Reporting and Governance	• Manage the Indigenous Student Success Program (ISSP) funding, ensuring compliance with funding guidelines and accurate reporting to the Provost. • Record and respond to student referrals through the BondCare case management system, maintaining high standards of confidentiality and care. • Contribute to University governance through active participation on various committee's including: RAP Working Group, Indigenous Consultative Committee, providing updates on student progress, Centre activities, and funding utilisation.
Team Leadership and Collaboration	• Lead and support a culturally competent team committed to student success and Indigenous advancement. • Foster effective collaboration across university units to deliver integrated and culturally appropriate services to Indigenous students.
Understanding of Quality Assurance	• 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.
Understanding of Cultural Sensitivity	• Staff will encounter 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.
Understanding of WHS Responsibilities	• 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).

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

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 the Management.