

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Outreach Officer (Shoalhaven)  
Level: 5  
Division: Deputy Vice Chancellor (Academic)  
Department: Regional Campuses & Student Diversity

### Primary purpose of the position:

The University of Wollongong is committed to the importance of sustained engagement with schools and their local communities to increase educational aspirations in the region and to build capacity in students.

The Outreach Officer will be based at UOW's Shoalhaven Campus and will be responsible for the implementation of sustainable and effective outreach and mentoring programs for low socio economics students in primary and high schools in the Shoalhaven community. This Outreach Officer will operate as a part of a broader team at UOW Shoalhaven.

### Position Environment:

The Regional Campus & Student Diversity Unit is based within the portfolio of the Deputy Vice Chancellor (Academic)

The Regional Campus & Student Diversity Unit is responsible for the management and strategic direction of the regional campuses as well as attracting and supporting students from disadvantaged backgrounds into higher education.

### Major Responsibilities:

Tasks	Percentage of time
1. Implementation of schools outreach program in primary and high schools in the Shoalhaven region and continuing relationships with partner schools	35%
2. Implementing large-scale on campus events for primary and high school students and their families at the Shoalhaven campus	25%
3. Recruit, supervise and professionally develop student representatives in the delivery of school engagement programs	20%
4. Manage administrative matters involved in the program including room bookings, rostering etc.	15%
5. Liaison with staff at Shoalhaven Campus and Wollongong Campus regarding the delivery of the schools outreach program.	10%
6. Supervisory roles: Communicate and consult with student representatives on workplace and staffing matters.	Ongoing
7. Observe principles and practices of Equal Employment Opportunity	Ongoing

8. Have WHS responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	Ongoing
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**Reporting Relationships:**

Position Reports to: Executive Officer, Shoalhaven Campus

The position supervises the following positions: Student Representatives

**SELECTION CRITERIA - Knowledge & Skills:**

Essential:

- Understanding of the school environment and the ability to implement programs that are age appropriate and focussed on quality delivery.
- Proven ability to achieve outcomes while liaising with diverse range of stakeholders
- Demonstrated event management and project management skills
- Excellent interpersonal, written communication and presentation skills and the ability to interact effectively and form working relationships
- Demonstrated ability to use sensitivity and judgement
- Demonstrated expertise in managing multiple, concurrent tasks.

Desirable:

- Knowledge of the current government policy directions for the tertiary education sector as well as for schools outreach and mentoring programs.

**SELECTION CRITERIA - Education and Experience:**

Essential:

- Relevant tertiary qualifications in education, project management, public relations or equivalent work experience.
- Demonstrated interpersonal skills in leading teams of casual staff.

**Personal Attributes:**

- Proven ability to liaise with people from diverse backgrounds.
- Enthusiasm for engaging with young people.
- Ability to work to tight deadlines
- Ability to be flexible and adapt to change
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**Special Job Requirements:**

- 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 a Working with Children Check as part of the recruitment process.

- The successful applicant may need to occasionally travel to UOW campuses and education centres including Wollongong, Loftus, Southern Highlands, Batemans Bay, and Bega and for conferences on this issue.
- From time to time out of hours work will be required.

## **Roles and Responsibilities in Relation to Workplace Health and Safety:**

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

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 document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

## **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 type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition 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.