

**POSITION DESCRIPTION – General Staff**  
**For levels 6/7 and above**

Position Title: Outreach & Pathways Manager Level: 8/9  
 Faculty/Division: Deputy Vice-Chancellor (Education)  
 Department/Location: Regional Campus & Student Diversity

**Primary purpose of the position:**

The Outreach & Pathways Manager position is responsible for leading the development, implementation, delivery and evaluation of a strategic framework, systems and projects to engage a diverse range of stakeholders across UOW's various communities to contribute to University's strategic commitment under goal 3.1 (to) *promote high quality regional partnerships as an integrated education outreach strategy involving our faculties and regional campuses.*

**Position Environment:**

The Deputy Vice Chancellor (Education) portfolio provides services, programs, products and resources that support UOW staff and students and foster innovative teaching and learning, to enhance University wide educational practice. This portfolio incorporates the Regional Campuses and Student Diversity Unit which focuses on the strategic management of regional campuses and planning and operationalizing the University's social inclusion agenda.

**Major Accountabilities/Responsibilities:**

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Development and implementation of a Strategic plan for the student diversity portfolio at UOW.	An outreach and pathways plan for UOW domestic students	30	
2.	Management of the Schools Outreach Programs through the development and implementation of operational plans for delivery of schools outreach plans at Wollongong and Regional Campuses at Bega, Batemans Bay, Shoalhaven and Southern Highland	Operational plans Implementation plans Successful management of programs	20	
3.	Development and maintenance of strategic partnerships with external stakeholders, including Schools, Government Departments, and Vocational Training Organisations in the region and working with these partners to develop new and sustainable programs which link outreach, pathways, and scholarship and support initiatives at UOW.	Collaborative agreements which assist with transition and support of students traditionally under represented at University. Identified partners for pathway programs and joint initiatives Positive relationships with stakeholders Participation on a range of relevant external committees	20	
4.	Develop and foster collaborative partnerships with internal stakeholders, to ensure that programs and projects meet mutual goals and obligations and that the	Internal communication strategy for the Outreach and Pathways Unit Policy and "toolkit" to provide advice	15	

	provision of expertise and advice is provided to internal stakeholders on student diversity initiatives.	for faculties and units engaging in outreach and pathways work.		
5.	Identification of additional funds and support for outreach and pathways initiatives through grants and funding programs	Successful applications to private and government grant programs. Successfully securing internal funding from faculties and units.	10	
6.	Management of budget	Reporting on financial matters on time and reconciling budget.	5	
7.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
8.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
9.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/document">http://staff.uow.edu.au/ohs/commitment/responsibilities/document</a>	To ensure a safe working environment for self & others.	Ongoing	

### Reporting Relationships:

Position Reports to:	Director, Regional Campuses and Student Diversity
The position supervises the following positions:	Program Coordinator, High Schools Outreach and Mentoring Project Coordinator (Summer Master Classes) Primary Schools Coordinator & Project Officer Learning Labs Project Officer 85 In2Uni mentors – casual staffing based across 4 campuses
Other Key Contacts:	Program Coordinators, Regional Campuses Pro Vice-Chancellor (Inclusion and Outreach), faculty executive,

### Key Relationships:

#### Contact/Organisation:

Program Coordinators, Regional Campuses  
Deputy Vice Chancellor (Education)  
Pro Vice Chancellor (Inclusion and Outreach)  
Regional Campus Managers  
Regional Director, Department of Education and Communities and Catholic Education Offices  
TAFE  
Partner RTO's

#### Purpose & Frequency of contact

Weekly updates and fortnightly meetings  
Occasional planning meetings  
Occasional planning meetings  
Frequent meetings and interactions, planning  
Planning and regular meetings  
  
Planning meetings and ongoing discussions  
Planning meetings and ongoing discussions

### Key Challenges:

1. Providing leadership in the outreach and pathways portfolio and securing commitment to the portfolio in a tight funding environment
2. Working across campuses with complex operational programs and projects in an often changing policy landscape.
3. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

### SELECTION CRITERIA - Knowledge & Skills:

#### Essential:

- A sound understanding of current policy trends and challenges regarding higher education and

- Knowledge of domestic and international best practice in outreach and pathways across the university sector.
- Demonstrated ability to formulate and implement strategic plans
- Experience in developing, implementing and evaluating whole of organisation outreach and pathways engagement programs.

## **SELECTION CRITERIA - Education & Experience:**

### Essential:

- Relevant postgraduate qualifications in Education or Project Management
- Minimum of 5 years of demonstrated experience in a higher education environment
- Demonstrated experience in the social inclusion field, delivering outreach and pathways programs
- Demonstrated experience in stakeholder management
- Demonstrated team leadership
- Demonstrated project management

### Desirable:

- Demonstrated ability to manage budgets.
- Experience in delivering programs or managing staff across multi-locations
- Established relationships with schools, registered training organisations and community groups across the Illawarra/South East Region

## **Personal Attributes:**

- Flexibility and adaptability to change.
- Proactive, self-motivated and results-focused.
- Ability to maintain confidentiality with well-developed qualities of judgement and sensitivity.
- Well-developed, effective interpersonal and communication skills with the ability to interact effectively with a range of academic, administrative and technical staff in a complex environment.

## **Special Job Requirements:**

- The successful applicant may need to occasionally travel to regional UOW campuses and education centres including Shoalhaven, Loftus, Moss Vale, Batemans Bay, and Bega and for conferences on this issue.
- The successful applicant will be required to work with children (under 18 years of age)

## **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](#).

*Additional Responsibilities for Staff with supervisory responsibilities*

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [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.