



9.	Have WH&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
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### Reporting Relationships:

Position Reports to:	Outreach & Pathways Manager
The position supervises the following positions:	Student Representatives
Other Key Contacts:	UOW Faculties and Departments

### Key Relationships:

#### Contact/Organisation:

Local High Schools

UOW Faculties

UOW Departments e.g. SSD, Library

UOW Student Diversity Team

UOW Regional Campuses

#### Purpose & Frequency of contact

To develop strategic relationships with schools and ensure the successful delivery of the programs within the schools.

To guide the design, delivery and evaluation of programs through regular meetings and communications

Liaise with UOW departments to ensure a holistic approach to outreach and enabling programs at UOW.

Working within a broader team to provide support and be supported by on an ongoing basis.

Ensuring the successful delivery of the high school programs across campuses through the development of effective communications tools and regular meetings.

### Key Challenges:

1. Working with diverse groups of stakeholders to ensure the successful delivery of programs
2. Working across campuses to ensure the successful delivery of programs
3. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

### SELECTION CRITERIA - Knowledge & Skills:

#### Essential:

- Understanding of the school environment and the ability to design and implement programs that are focussed on quality delivery.
- Demonstrated ability to maintain and establish new partnerships with schools, community groups and the public and private sectors.
- Demonstrated ability to coordinate multiple projects, using sophisticated project management skills.
- Demonstrated expertise in use of data management tools, including spread sheets and databases, to capture, analyse and report data.
- Excellent oral and written communications skills
- Demonstrated ability to use sensitivity and judgement

#### 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 & Experience:

### Essential:

- Relevant tertiary qualifications in education, project management or equivalent work experience.
- Proven ability to achieve outcomes while liaising with diverse range of stakeholders including internal and external stakeholders.
- Demonstrated interpersonal skills in leading teams of casual staff.

### Desirable:

- Experience in implementing effective schools outreach and mentoring programs, in particular for groups traditionally underrepresented at University.

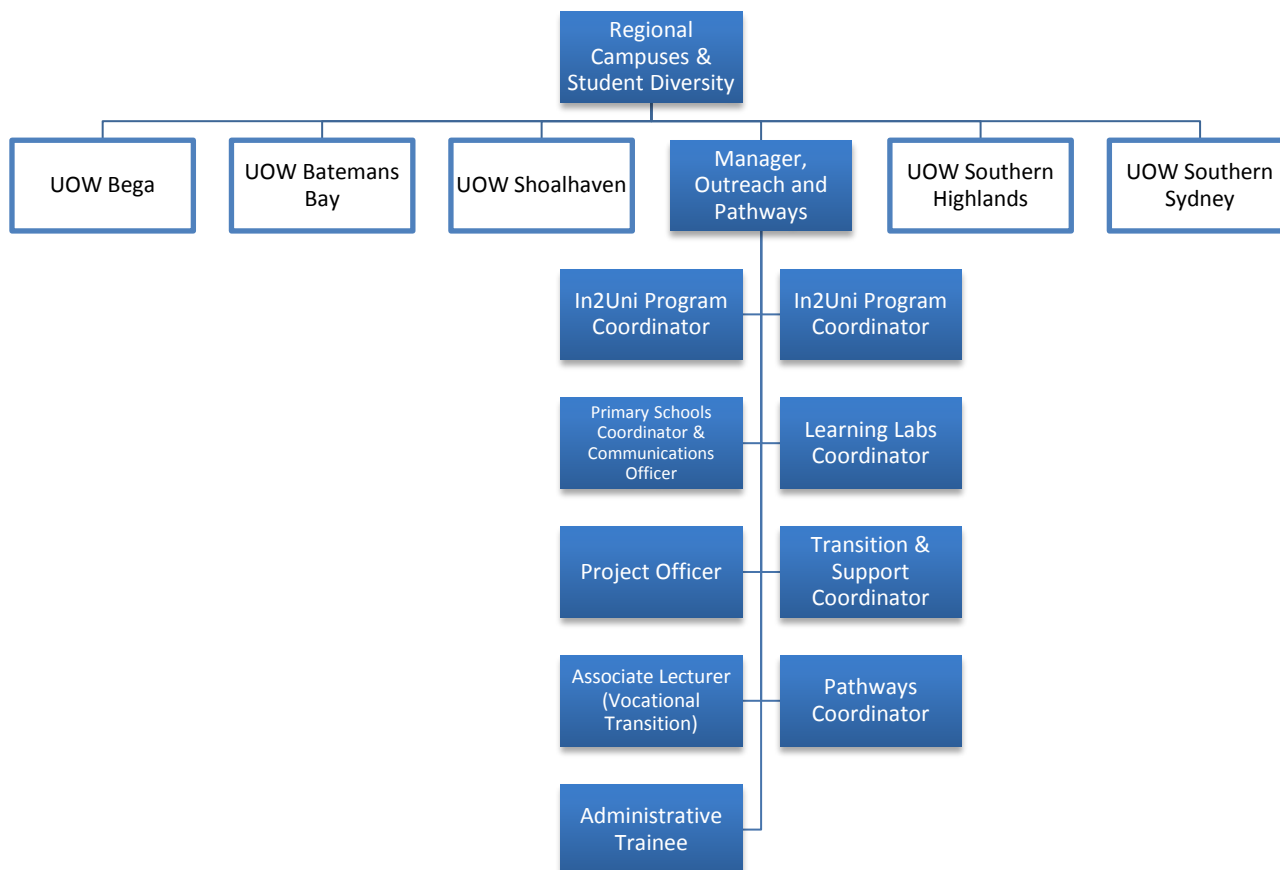
## Personal Attributes:

- Enthusiasm for engaging with young people, including students from diverse backgrounds.
- Ability to work as a part of a broader team.

## 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 regional UOW campuses and education centres including Shoalhaven, Southern Sydney, Moss Vale, Batemans Bay, and Bega and for conferences on this issue.

## Organisational Chart:



## 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:

- 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](#).
- 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.