

CLASSIFICATION: HE04

SCHOOL/ UNIT: People, Talent and Culture

LAST REVIEWED: January 2023

BROAD PURPOSE

The Aboriginal Graduate Program is a two (2) year program, designed to develop graduates' practical skills and experience, by building on theoretical knowledge gained through university studies.

Successful candidates will be offered the opportunity to embark on their professional career at UniSA, through a tailored program structure specifically designed to develop the necessary skills to succeed in their chosen career or to experience work areas across broad range of career aspirations.

POSITION ENVIRONMENT

The **University of South Australia (UniSA)** is Australia's University of Enterprise. We are South Australia's largest university and one of the very best young universities in the world. At UniSA, we are authentic, resilient, and influential - and we deliver results. We pride ourselves on our dynamic and agile culture, which embraces challenges and thrives on breaking new ground. Plus, we are committed to the principles of excellence and equity.

Our people are critical to our success. They are creative, enterprising and innovative thinkers, communicating with clarity, conviction and enthusiasm.

We educate global professionals ready to create and inspire change, through more than 200 world class degrees. We deliver outcomes-focused research that is inspired by global challenges and opportunities, to deliver economic and social prosperity.

Our strategic plan, *Enterprise25*, focusses on our people, programs and precincts, and sets out our path to ensure that we continue to deliver quality teaching, research and student outcomes.

CORE RESPONSIBILITIES

This role includes a range of duties based on the University graduate qualities. The appointee will:

- Under the direction of senior team members, research, analyse, develop, implement, evaluate, interpret, report and provide timely advice or recommendations on issues, policies, projects or legislation.
- Liaise, consult and maintain effective relationships with individuals across the organisation and external clients and stakeholders to deliver a client-focussed quality outcomes.
- Draft reports, newsletters, submissions, letters, memos, or other correspondence in accordance with University standards.
- Provide administrative support to units, committees, working groups as required.
- Assist with planning and participate in events and projects as required.
- Use standard computer applications, university systems and databases.
- Develop and maintain relevant resources, protocols and procedures.

The duties as specified above may be altered in accordance with the changing requirements of the position.

KEY RELATIONSHIPS

The Graduate will report to the relevant manager for each rotational period, and may be required to undertake duties at any of the university's metropolitan campuses.

UNIVERSITY REQUIREMENTS

Staff must follow and apply the following:

1. Core Staff Attributes

To contribute to a successful and enterprising culture at UniSA, each staff member is expected to demonstrate the following key behavioural attributes:

- **Is trusted, authentic and self-aware** – establishes credibility, is honest, reliable, accountable, and responsive
- **Takes the initiative and delivers results** – by seizing opportunities and being outcome and customer focussed
- **Provides solutions** – through logical, creative and innovative thinking and timely, transparent and consultative decision making
- **Communicates with impact** – displays clarity, diplomacy, persuasiveness and sensitivity
- **Leads and works well with others** - displays conviction and resilience, working collaboratively, motivating others and mobilising influence.

2. Health Safety & Injury Management

- Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
- Report all identified workplace hazards and incidents.

3. Performance Development and Management

Participate in the University's Performance Development and Management process.

SELECTION CRITERIA

Essential

1. Relevant tertiary qualification completed within the last 3 years, or due for completion in the current year (2023).
2. Demonstrated ability to quickly become a productive member of a cross functional team.
3. Demonstrated written, verbal and interpersonal skills to enable effective communication and interaction with other people from diverse cultural backgrounds.
4. Understanding of, and commitment to, a high level of customer service.
5. Demonstrated ability to research, analyse and summarise information.
6. Demonstrated high level of computer literacy, and knowledge of the Microsoft software including Internet Explorer.

Desirable

1. Understanding of the higher education environment.

ELIGIBILITY

The position is available to Australian Aboriginal and/or Torres Strait Islander people under Section 56 par 2 of the Equal Opportunity Act 1984 (as amended) (SA).

Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

An appointment to this position is subject to verification of the highest academic qualification from the conferring institution.