

Position Description – Senior Manager, Office of Indigenous Strategy and Engagement (Identified)

Updated 21/04/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Office of Indigenous Strategy and Engagement
Supervisor (Title)	Pro-Vice Chancellor (Indigenous)
Classification	Higher Education Officer Level 9
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under broad direction, the Senior Manager provides high level contributions, advice, analysis and support to the Pro Vice Chancellor (Indigenous) in the areas of Indigenous strategy, engagement and policy. This is a key leadership position in the delivery and implementation of policies in relation to Flinders Indigenous engagement, its Reconciliation Action Plan, strategic priorities and its Indigenous Student Success program. The position is also responsible for management of the Office of Indigenous Strategy and Engagement.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and section 65 of the Equal Opportunity Act 1984 (SA). The position is therefore only open to Aboriginal or Torres Strait Islander people. The successful candidate will be required to provide Confirmation of Aboriginal and/or Torres Strait Islander descent.</i></p> <p><i>In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).</i></p>

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Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

KEY POSITION RESPONSIBILITIES

The Senior Manager, Office of Indigenous Strategy and Engagement will be accountable for:

1. Providing high level advice and contributions to the Pro Vice-Chancellor (Indigenous) on the development and implementation of Indigenous strategies, targets and objectives, including the reporting of the University's Reconciliation Action Plan (professional)
2. Contribute to the cycle of university policy reviews and university initiatives that impacts on Indigenous staff and students across the University.
3. Undertake research and analysis across a broad range of Indigenous issues and provide critical comment and briefings to the PVC (Indigenous) on strategic, operational and sector-wide issues relating to Indigenous education and research.
4. Undertake high level project management and ensure the delivery of services and project initiatives are met within agreed timelines and meeting all accountability measures.
5. Provide strategic leadership of Indigenous student support services and related activities within the Office of Indigenous Strategy and Engagement.
6. Prepare communications and reports on behalf of the PVC (Indigenous) on a range of issues, including compliance and annual performance reporting to national bodies.
7. Provide effective people management including direct reports and broad oversight of recruitment, PDRs, staff development and scheduling of work priorities as they relate to the strategic direction of the Office of Indigenous Strategy and Engagement.
8. Oversight of incoming business to the OISE, liaising with university staff, Indigenous communities/nations, government and non-government organisations as required, and taking action to ensure that matters are dealt with in a timely and effective manner.
9. Provide high level executive support such as committees and working groups.
10. Support the Pro Vice Chancellor (Indigenous) through representation in relevant committees and provision of Indigenous leadership and advice to senior University management. Deliver presentations when required.
11. Management of the administrative functions of the OISE, including planning and reporting requirements, managing and allocating funds to programs and services from complex budgets (internal and external funding sources), monitoring of expenditure, management of human resources, problem solving and other duties consistent with the administrative management of the Office.
12. Oversight and lead the public profile of the OISE. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A tertiary qualification and/or relevant higher education management experience.
- Demonstrated high level project management, organisational and administrative skills, including the ability to undertake research, work independently and in a team environment.
- Knowledge and understanding of Indigenous initiatives, prioritise and issues in the Australian higher

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education context.

- Demonstrated high level of oral communication, interpersonal and negotiation skills, including the ability to exercise sound judgement when dealing with complex and sensitive matters and the ability to effectively communicate with people at all levels, both internal and external to the University.
- Demonstrated ability to lead and supervise staff.
- Demonstrated high level written communication skills including the ability to prepare submissions, proposals and reports and the development of policy, procedures and operational plans.
- Demonstrated ability to undertake high level analysis and provide sound judgements and recommendations on strategic and high-level operational matters.
- Demonstrated ability to manage budgetary processes and analyse financial data.
- High level word-processing, computer and electronic retrieval skills, experience in using databases and spreadsheets and PowerPoint.



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