

University Contact Officer



Expression of Interest

University Contact Officers (UCOs) perform an important role at ECU by acting as an alternative contact within the University on matters related to harassment, discrimination, or victimisation. They provide assistance to students and staff members by providing referral information on equity policies and practices, together with details of services and support available through the University to assist in resolving issues of concern.

The role of the UCO is voluntary. Therefore, it is unpaid and is in addition to normal duties and responsibilities. As a UCO you will:

- provide invaluable assistance in ensuring that the University provides a safe and inclusive working, teaching and learning environment;
- receive professional development in Equal Opportunity and equity issues (including training in relevant legislation) and in interviewing and basic counselling skills; and
- build valuable networks with colleagues.

Note: Expressions of interest will be accepted throughout the course of the year.

Personal Details					
<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Mr	<input type="checkbox"/> Dr	<input type="checkbox"/> Prof
Family name					
Given name (s)					
School/Centre		Campus	J_ <input type="checkbox"/>	ML <input type="checkbox"/>	B <input type="checkbox"/>
Phone number	Work:	(Please tick preferred number)			
	Mobile:				
Email address		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	

Have you completed to University's 'EO Online' Training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Note: EO Online can be accessed from http://eoonline.uow.edu.au/</i>		

Do you have the ability to commit to training and further development to advance your knowledge of equity issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Do you have the support of your line manager?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Line manager contact details:	Name:	
	Telephone number:	

Have you performed a similar role in the past? (please note that this is not a prerequisite)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, where and when?		

UCO attributes
Please attach a short submission (no more than one page) stating why you consider you have the attributes needed to fulfil the role of UCO. In particular, please provide details on how you have or have the capacity to acquire: <ul style="list-style-type: none">• good communication and interpersonal skills and the ability to relate to a diverse range of staff and students,• commitment to the principles of equity and diversity,• an understanding of equal opportunity legislation; and• knowledge of the principles of procedural fairness and natural justice and demonstrated ability to maintain confidentiality.

Signature		Date	
-----------	--	------	--