



# Client Partner (3 positions available)

INTERNATIONAL PORTFOLIO  
ACADEMIC DIVISION



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Chancellery Division

The Vice-Chancellor and President is responsible to Council for providing leadership to the University and for the academic, financial and administrative functions of the University. The Vice-Chancellor is also QUT's chief representative on external forums.

The Vice-Chancellor leads the Chancellery Division which includes the Business Development and International Portfolios, Indigenous Strategy, Government Relations and Policy, Assurance, Risk and Integrity Services, Marketing and Communication, and Finance Business Solutions.

The Office of the Vice-Chancellor provides support and manages the business of the Vice-Chancellor and Chancellery Division. The Chancellery supports the University Executive in fulfilling their responsibilities to Council for providing leadership to the University and its academic, financial and administrative functions.

## About the International Portfolio

The International Portfolio in the Chancellery Division leads QUT's international strategy, international student recruitment activities, and international student mobility and exchange programs. As part of the International Portfolio, QUT International supports QUT's 'real world' positioning in teaching and research by seeking and servicing international, local and internal partnerships.

## About the Position

The Client Partner (Business/Law), Client Partner (Health), Client Partner (Science), Client Partner (Engineering), Client Partner (Creative Industries, Education and Social Justice), and the Client Partner (Education Portfolio) provides support to embed international activities within the Faculties by providing advice in relation to programs or initiatives to support the strategic direction of



the QUT International team.

This position reports to the Client Manager for supervision, workload management and for Performance Planning and Review (PPR).

**Key responsibilities include:**

- Assist in the identification, development and management of various international activities and opportunities.
- Support the Client Manager in the interpretation of relevant policies and procedures and the impact of political/social events as they relate.
- Build deep and expert knowledge of the QUT Client strengths, strategic and other goals.
- Support provision of advice on proposed new programs or initiatives.
- Provide updates to the international recruitment and relations team on present and future offerings.
- Develop and maintain strong relationships with stakeholders.
- In consultation with the relevant Client Manager, develop and deliver QUT Client specific initiatives as required.
- Contribute to the maintenance of institutional cohort partnerships.
- Cooperate closely with colleagues involved in the provision of services.
- Maintain effective relationships and communications with other relevant internal and external stakeholders.
- Represent QUT at both national and international recruitment and partner events and activities as required.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- Perform other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- Participate in job rotation or multiskilling in consultation with their supervisor;
- Work across campuses.

**Type of appointment**

This appointment will be offered on an ongoing, full-time basis.

**Location**

Gardens Point campus.

**Selection Criteria**

1. Education, training and/or experience equivalent to the completion of a degree in business or a related discipline with subsequent relevant experience in international recruitment.
2. Demonstrated high level written and oral communication and interpersonal skills, including the ability to work collaboratively with others and effectively liaise and negotiate with a diverse range of clients and stakeholders.
3. Demonstrated high level organisational skills with the ability to manage multiple tasks with competing deadlines.
4. Ability to contribute to continuous improvement.
5. Demonstrated ability to work effectively in a team environment, and to interact positively, cooperatively, and equitably with colleagues to ensure that a high level of client service focus is maintained.

**Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 6 (HEW6) which has an annual remuneration range of \$92,402 to \$100,051 pa. Which is inclusive of an annual salary range of \$78,747 to \$85,266 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.