

Student Engagement Coordinator

Faculty of Science

Academic Division



**the university
for the real world**

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.

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 Position

The Student Engagement Coordinator is primarily responsible for leading the development and implementation of a range of student engagement activities for the Faculty, including providing effective advice and coordination.

The Student Engagement Coordinator will work closely with and provide high level advice to a diversity of stakeholders to ensure the Faculty's programs of engagement activities are appropriately and successfully implemented. These activities will engage various student cohorts including undergraduate, postgraduate coursework, research, and international students as well as academic audiences.

This position reports to Industry Engagement Coordinator, Faculty of Science for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- In conjunction with relevant staff develop and lead a program of targeted engagement activities for the Faculty including writing and developing proposals and plans.
- Contribute to the development and implementation of engagement strategies or programs; including data analysis, planning, project management, monitoring and evaluation of activities.
- Provide high level advice and support to staff to develop a program of activities for specific student cohorts at the local level.
- Develop effective guidelines and resources to assist academic and professional staff manage, promote and coordinate local engagement activities within their Schools.
- Lead, manage and promote various engagement activities across the Faculty.
- Oversee and monitor budgets of the Faculty's engagement and events activities.
- Liaising regularly with other operational areas to ensure consistency of service delivery.
- Maintain, create and administer appropriate systems and records to enable the provision of reports and information as required by

the Faculty including developing measures to evaluate client expectations and service delivery and provide feedback for improvement.

- Contribute to the innovation and continuous improvement of activities by proactively reviewing work processes and liaising with relevant staff to implement improvements.
- Interpret and apply University-wide policies, systems, processes and procedures to the planning and implementation of projects and activities to maximise outcomes, ensure compliance, manage risk and promote efficiency.
- 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 any 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 a full-time, ongoing basis.

Location

Gardens Point campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to completion of a degree.
2. Demonstrated experience in developing, implementing and evaluating engagement strategies that target relevant audiences, including a strong call to action.
3. Demonstrated ability to work effectively in a small multi-disciplinary team to deliver a high standard of client service.
4. High level communication and interpersonal skills with demonstrated experience in liaising with senior internal and external stakeholders and an understanding of relationship management and engagement, as it relates to working in partnership with key providers.
5. Demonstrated high level written skills in developing proposals and plans.

6. Proven ability to develop, monitor and work within budget.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 7 (HEW7) which has an annual remuneration range of \$101,955 to \$111,526 p.a., which is inclusive of an annual salary range of \$86,889 to \$95,045 p.a. 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.