

Administration Coordinator

QUT College

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 Academic Division

The Provost leads the Academic Division and oversees the six faculties at QUT. The Provost is Chair of University Academic Board, and has oversight of the Education Portfolio, Research Portfolio and Digital Business Solutions.

The Office of the Provost is responsible for providing support to the Provost and manages the business of the Provost as head of the Academic Division.

QUT College delivers English Language, University Entrance and Foundation programs to international and domestic students with an emphasis on pathways to QUT faculty programs.

QUT College comprises two suites of programs, English Language and University Entry Programs to assist students to meet English Language and/or academic entry requirements for university degree programs, as well as to improve their English for personal, professional or academic purposes.

About the Position

The Administration Coordinator is responsible for the efficient and effective running of the administrative function across QUT College, including the IELTS Centre.

The Coordinator works closely with senior managers and professional staff across the University to exchange information and provide advice on College academic and student policies. The incumbent is also responsible for representing QUT College within the University on all student related and administrative matters.

This position reports to the Executive Director, QUT College for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Coordinate the College administration team to ensure high levels of client service provision, team cohesion and collaboration across the full-range of the College's business operations
- Contribute to the strategic planning processes of QUT College by reviewing student and academic program support services to align business processes.
- Collaborate to make decisions regarding the management, evaluation and utilisation of resources in response to changing priorities and University requirements.
- Advise other faculties/divisions in relation to pathway programs and academic matters in relation to special projects, student systems, policies and procedures.
- Foster a client relationship approach with other areas of the university to ensure that the administration of academic programs is undertaken in an effective and efficient manner.
- In consultation with the Executive Director, manage sensitive and complex student matters including liaison with QUT central administration, the Student Ombudsman, and the Queensland Ombudsman.
- Review QUT College policies, procedures and operational systems relating to student and academic services, having regard to compliance with legislative requirements, industry standards, and University protocols.
- Manage, supervise and coordinate the development of staff, including recruitment, development and training, leave planning and PPR.
- Implement and administer University policy with respect to equitable access to education and commitment to health, safety and environmental principles and 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 superior;
- work across campuses

Type of appointment

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

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to postgraduate qualifications with demonstrated relevant experience.
2. Demonstrated experience in managing a team of staff including the ability to encourage a high level of collaboration and client focus among team members.
3. Excellent organisational skills, with demonstrated ability to work under pressure and to plan and coordinate administrative workflows to achieve goals and meet deadlines.
4. Demonstrated experience in coordination roles, including the ability to evaluate systems and processes and develop strategies, policies and plans to support the future-focused strategic direction and aspirations of the College.
5. Experience and knowledge of university data management systems and demonstrated analytical and computing skills including the ability to use a range of software.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,354 to \$129,614, including an annual salary range of \$97,738 to \$110,781 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 and 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.

