

Director, Alumni, Venues and Events

**Business Development Portfolio
Chancellery 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 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 Business Development Portfolio

The Business Development Portfolio provides university-wide coordination and stewardship of QUT's engagement with industry, philanthropic and alumni communities. Led by the Vice-President (Business Development), the following areas fall within the Portfolio's responsibility:

- Office of the Vice-President (Business Development);
- Industry Engagement;
- Advancement; and
- Alumni, Venues and Events.

The Vice-President (Business Development) also provides executive oversight as the senior executive contact for QUT Enterprise Holdings (QEH) and its subsidiary companies.

About the Position

The Director, Alumni, Venues and Events is responsible for the strategic leadership of the alumni engagement program at QUT, as well as the QUT Precincts, Venues and Events functions. The Director leads a team of alumni engagement professionals and the Events and Venues teams to deliver priorities for the University.

The Director Alumni, Venues and Events will drive QUT's Alumni strategy and will foster relationships and strategic alliances internally and externally to influence optimal use of the QUT precincts facilities and to capitalise on opportunities related to QUT venues and events.

This position reports to the Vice President (Business Development) for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Strategic development and delivery of the Alumni Strategy.
- Provide strategic leadership and management of QUT Precincts, Venues and Events through cultural programming, public engagement, conferences and hiring of facilities.
- Drive new initiatives that foster purposeful alumni engagement and optimal use of relevant QUT facilities with a range of tangible financial and non-financial benefits including giving, lifelong learning, career mentoring, industry engagement, and maximising fundraising and sponsorship income related to venues and events.
- Develop alumni engagement in strategic locations, nationally and globally.
- Lead and develop a team of alumni engagement professionals and provide strategic leadership to the Manager, QUT Precincts, Venues and Events.
- Lead external outreach, including market positioning of all precincts, public profiling of creative activity, and maximises resources through venue hire and conferences.
- Enhance QUT's profile by establishing and nurturing strong relationships with key internal and external stakeholders to advance alumni engagement priorities, and to capitalise on opportunities related to QUT venues and events.

- Work closely with the Alumni Board to ensure the delivery of its strategic intent as set out in the Alumni Board Charter.
- Collaborate with senior staff and provide policy direction and advice in a complex and challenging environment.
- Ensure business risks are identified and managed through effective risk management strategies and that programs are consistent with the principles and values of the University.
- Be a contributing member of the Senior Management Team.
- When appropriate, deputise for the Executive Director, Advancement.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

Type of appointment

This appointment will be offered on a fixed-term, full-time basis for up to five (5) years.

Location

Gardens Point campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to completion of a postgraduate degree with at least five years management experience in alumni, student engagement, relationship management, business development, public engagement, large scale event or facility management, or other related field.
2. Demonstrated experience in leadership, strategy and policy advice.
3. Demonstrated skills to lead and manage high-performing teams.
4. Exceptional written and verbal communication and negotiation and influencing skills, and experience making professional presentations in a range of settings to a range of audiences.
5. Excellent business development and/or relationship management skills with high-level personal linkages and networks.
6. Demonstrated ability for continuous improvement in complex environments.

Remuneration and Benefits

An attractive remuneration package will be negotiated with the successful applicant.

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:

- 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.

Information for applicants

For further information about the position, please contact Professor Mark Harvey, Vice-President (Business Development), on (07) 3138 1295; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **20736**.

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

Applications close 19 January 2021