

**Executive Officer, Learning and Teaching**  
**Learning and Teaching Unit**  
**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](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 Learning and Teaching Unit

At QUT we are transforming learning and teaching practices, so that our graduates are highly skilled, enterprising, and well suited to 21st century employment and careers. We are committed to increasing the flexibility of our course offerings to enable our students and graduates to thrive in changing and complex working environments throughout their lives. Our focus is on student success, partnering with students to enhance the end-to-end learner journey, and designing and delivering high quality, flexible educational experiences that enable this.

The Learning and Teaching Unit (LTU) is committed to a culture of collaboration, working in partnership with students, industry representatives, and staff across QUT to meet the evolving needs of our learners.

LTU leads and coordinates learning and teaching across QUT, leveraging existing initiatives and enabling new ways of thinking and working that are learner-centric and future-focused.

QUT's distinctive positioning as "the university for the real world" means a commitment to and investment in real-world work integrated learning, authentic assessment, a curriculum design studio approach for innovative curriculum and an increased focus on the optimisation of digital technologies to enhance on campus and online learning.

## About the Position

The Executive Officer provides high level executive management support, policy and strategic advice to the Pro Vice-Chancellor (Digital Learning) and LTU leadership team to enhance and facilitate the achievement of LTU's objectives and ensure the efficient management of the Office of the Pro Vice-Chancellor (Digital Learning).

The Executive Officer works with the Pro Vice-

Chancellor (Digital Learning) to facilitate the work of the portfolio Executive and undertakes follow up actions. The role undertakes strategic planning, change management, corporate governance, HR and organisational development and Portfolio-wide projects as required.

The Executive Officer reports to the Pro Vice-Chancellor (Digital Learning) for supervision, workload management and for Performance, Planning and Review (PPR).

#### **Key responsibilities include:**

- Provide high level policy, strategic advice and management support to the Pro Vice-Chancellor (Digital Learning) and LTU Executive to achieve its strategic and operational objectives.
- Gather, interpret and communicate relevant information and professional advice for the Pro Vice-Chancellor (Digital Learning) to facilitate decision making, and manage time critical and contentious issues.
- Work closely with the Pro Vice-Chancellor (Digital Learning) to facilitate the work of the LTU Executive; coordinate flow of Executive business and briefing notes, prepare and review submissions, and undertake follow up actions.
- Actively manage a range of activities and projects on behalf of the Pro Vice-Chancellor (Digital Learning) including strategic planning, external and QUT reviews, corporate governance, change management, business improvement, organisational development and human resources, and Portfolio-wide projects as required.
- Research, write and edit correspondence, presentations, reports, briefing notes, committee submissions and other complex documentation on behalf or in conjunction with the Pro Vice-Chancellor (Digital Learning).
- Provide executive and high level support to Committees and Working Groups. Represent the Pro Vice-Chancellor (Digital Learning) at meetings, working groups, committees as required.
- Liaise with and maintain a network of internal and external University contacts proactively communicating the views and policy directions and negotiating on behalf of the Pro Vice-Chancellor (Digital Learning).
- 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 an ongoing, full-time basis.

#### **Location**

Kelvin Grove and Gardens Point campus.

## **Selection Criteria**

1. Postgraduate qualifications in a relevant area, or an equivalent combination of tertiary education and relevant experience.
2. Proven research and analytical skills for investigating issues, interpreting trends, policies and practices, and providing recommendations and advice.
3. Excellent oral and written communication skills to establish and develop effective relationships and prepare various communication materials for the Pro Vice-Chancellor (Digital Learning)
4. Highly developed interpersonal skills for communicating with internal and external stakeholders in order to effectively promote the views and policies of the LTU, while also demonstrating respect for sensitivity and confidentiality of issues handled.
5. Demonstrated ability to effectively manage the office of a senior executive as well as demonstrated experience in complex relationship management and handling of associated risks
6. Demonstrated knowledge and understanding of the Higher Education sector in Australia and related public policy matters.
7. Demonstrated ability to lead and manage a small team of staff to deliver high performance and excellence in service provision.

## Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$142,960 to 159,897 inclusive of an annual salary range of \$122,188 to \$136,664 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.

