

Executive Officer (2 positions available)

Business Development Portfolio (1 position)

International Portfolio (1 position)

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 (Alumni, Development and Advancement Services); and
- Precincts.

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 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 Executive Officer provides high level executive management support, policy and strategic advice to the Vice-President (Business Development) or the Deputy Vice-Chancellor and Vice-President (International) to enhance and facilitate the achievement of the Portfolio's objectives and ensure the efficient management of the Office of the Vice-President (Business Development) or the Office of the Deputy Vice-Chancellor and Vice-President (International).

The Executive Officer works with the Vice-President (Business Development) or the Deputy Vice-Chancellor and Vice-President (International) to facilitate the work of the Portfolio's Executive and undertakes follow up actions. The position is also responsible for undertaking strategic planning, change management, corporate governance, HR and organisational development and Faculty wide projects as required.

The Executive Officer reports to the Vice-President (Business Development) or the Deputy Vice-Chancellor and Vice-President (International) for supervision, workload management and for Performance, Planning and Review (PPR).

Key responsibilities for the position based in the Business Development Portfolio include:

- Provide high level policy, strategic advice and management support to the Vice-President (Business Development) and Portfolio Executive to achieve the strategic and operational objectives of the Division.
- Gather, interpret and communicate relevant information and professional advice for the Vice-President (Business Development) to facilitate decision

making, and manage time critical and contentious issues.

- Work closely with the Vice-President (Business Development) to facilitate the work of the Portfolio 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 Vice-President (Business Development) including strategic planning, external and QUT reviews, corporate governance, change management, business improvement, organisational development and human resources.
- Research, write and edit correspondence, presentations, reports, briefing notes, committee submissions and other complex documentation on behalf or in conjunction with the Vice-President (Business Development).
- Provide executive and high level support to Committees and Working Groups. Represent the Vice-President (Business Development) 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 Vice-President (Business Development).
- Lead the Office of the Vice-President (Business Development) and supervise the Executive Assistant. Provide guidance and advice on prioritisation, workflow, communications and management of resources.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

Key responsibilities for the position based in the International Portfolio include:

- Provide high level policy, strategic advice and management support to the Deputy Vice-Chancellor and Vice-President (International) and Portfolio Executive to achieve the strategic and operational objectives of the Division.
- Gather, interpret and communicate relevant information and professional advice for the Deputy Vice-Chancellor and Vice-President (International) to facilitate decision making, and manage time critical and contentious issues.

- Work closely with the Deputy Vice-Chancellor and Vice-President (International) to facilitate the work of the Portfolio 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 Deputy Vice-Chancellor and Vice-President (International) including strategic planning, external and QUT reviews, corporate governance, change management, business improvement, organisational development and human resources.
- Research, write and edit correspondence, presentations, reports, briefing notes, committee submissions and other complex documentation on behalf or in conjunction with the Deputy Vice-Chancellor and Vice-President (International).
- Provide executive and high level support to Committees and Working Groups. Represent the Deputy Vice-Chancellor and Vice-President (International) 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 Deputy Vice-Chancellor and Vice-President (International).
- Lead the Office of the Deputy Vice-Chancellor and Vice-President (International) and supervise the Executive Assistant. Provide guidance and advice on prioritisation, workflow, communications and management of resources.
- 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

Gardens Point campus.

Selection Criteria

1. Education, training and/or experience equivalent to postgraduate qualifications and extensive 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 portfolio leader.
4. Highly developed interpersonal skills for communicating with internal and external stakeholders in order to effectively promote the views and policies of the portfolio leader, while also demonstrating respect for sensitivity and confidentiality of issues.
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 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 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.

