

# Executive Officer

Faculty of Business and Law

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 Position

The Executive Officer provides high level support and strategic advice to the Executive Dean and uses vision and operational knowledge to drive achievement of the Faculty's strategic objectives.

The Executive Officer coordinates, plans and implements high-level projects to improve Faculty outcomes and identify and achieve efficiencies in policy and process.

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

### Key responsibilities include:

- Oversee the daily operations of the Executive Dean's Office and administration staff, providing support to the Faculty Executive and provide positive leadership and guidance to the administrative staff.
- Establish and maintain relevant governance committees and protocols for the Faculty, monitoring and guiding compliance and audit procedures.
- Research, analyse data, write and edit high-level correspondence, presentations, policies, reports and committee submissions on behalf of and/or in conjunction with the Executive Dean.
- Monitor external accreditation requirements for AACSB, EQUIS, and AMBA. Providing the Executive Dean's Office and senior leaders with advice regarding compliance requirements and annual reports.
- Investigate and critically analyse initiatives, trends, issues, performance and practices and provide advice and recommendations on the implications to the Executive Dean and Faculty Executive.
- Investigate strategic opportunities, prepare project proposals and funding submissions and, where necessary, manage implementation of related initiatives.
- Monitor and contribute to the Faculty's corporate and internal communication activities and promote regular

communication between the Executive Dean and staff and external stakeholders.

- Coordinate and liaise with senior Faculty leaders and marketing and events teams on the conduct and distribution of digital marketing and events.
- Coordinator and liaise with the events team in the Business Development office to ensure delivery excellence for the Business Leaders' Forum and Business Leaders Hall of Fame.
- Represent the Executive Dean and/or the Faculty on committees and working groups as required, providing input to positively influence policy and outcomes.
- Demonstrate leadership in 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 relevant experience equivalent to postgraduate qualifications along with extensive relevant administration management experience.
2. Demonstrated highly developed interpersonal communication skills including experience in liaising with internal and external stakeholders.
3. Highly developed written communication skills, with the ability to research and prepare a range of complex documents (including EQUIS, AACSB, and AMBA accreditation documents), presentations and communications.
4. High level analytical and problem solving skills, with demonstrated ability to identify emerging issues, trends and opportunities and provide recommendations and advice.
5. Excellent planning and organisational skills,

including the ability to work effectively under pressure to meet deadlines.

6. Demonstrated experience in managing an administrative function in a complex environment with a track record of successful business outcomes.
7. Demonstrated ability to interpret and advise on a variety of policies, procedures and legislation and critically analyse current policy provisions and propose improvements.

### Remuneration and Benefits

The classification for this position is Higher Education Worker Level 9 (HEW9) which has an annual remuneration range of \$133,814 to \$140,187 pa. Which includes an annual salary range of \$114,040 to \$119,470 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.

### **Information for applicants**

The position is open to ongoing staff whose substantive position is redundant or a staff member whose substantive position is in a job family to be reduced in size.

For further information about the position, please contact Associate Professor Amanda Gudmundsson, Executive Dean, on (07) 3138 5387; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

QUT is proud to be an inaugural Athena SWAN charter member. We have extensive and established support programs for women in STEM. For more information on the Athena SWAN charter, contact Tracy Straughan on (07) 3138 1584.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

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](http://www.qut.edu.au/jobs) for reference number **20763**.

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 16 December 2020**

