

# **Executive Officer (2 positions available)**

**Faculty of Science (1 position)**

**Faculty of Engineering (1 position)**

**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 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.
- 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.
- Contribute to the Faculty's corporate and internal communication activities and promote regular communication between the Executive Dean and staff and external stakeholders.
- 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, 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 \$133,427 to \$139,780 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.

