

# Export Control and Security Officer

QUT's Office of Research Ethics & Integrity

Research Portfolio

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 Research Portfolio

QUT has experienced the strongest, sustained research growth of any university in the sector over the last ten years. The scale and complexity of research at QUT has reached a level that requires enhanced processes and resources to support the University's research community in meeting its aspirations and compliance obligations.

The Research Portfolio provides high quality support and training and conducts compliance and reporting across a range of obligations at an organisational level in an environment of dynamic growth in cross institutional collaborations.

The Portfolio is currently comprised of a number of units including (but not limited to):

**Office of Research Services (ORS)** provides high quality support and assistance to QUT staff, students, collaborators and partners to identify, attract and manage funding from competitive, commercial, programmatic and consultancy sources. The Office also manages the university's research management platforms and coordinates internal and external research reporting.

**Office of Research Ethics and Integrity (OREI)** assists researchers in seeking ethical approval and governance of all human, animal and biological related research and in meeting statutory and research integrity obligations. OREI arranges research integrity, ethics and biosafety training.

**Office of eResearch** capitalises on digital disruption to deliver high-impact, transdisciplinary research. The Office works in partnership with researchers and end users to develop technological solutions that solve real-world problems by understanding the research question, bringing clarity to the technical and socio-technical challenges and applying leading-edge technology to develop solutions that meet the needs of QUT's stakeholders.

## Office of the Pro Vice-Chancellor (Graduate Research and Development)

- **Graduate Research Centre (GRC)** provides support and advice to higher degree research (HDR) candidates and supervisors across the HDR lifecycle including admissions and enrolment, award and administration of scholarships, candidature management and thesis examination.
- **Graduate Research Education and Development (GRE+D)** supports learning and skills development for all research students and their supervisors, thereby preparing industry and work ready research graduates.

## About the Position

As part of QUT's Office of Research Ethics & Integrity, the Export Control and Security Officer will need to assist and enable members of the University community to comply with Commonwealth legislation and guidelines concerned with defence export control and be the designated security officer under the Defence Industry Security Program (DISP).

The position will develop, implement and maintain an appropriate management, governance and risk framework to ensure the University's compliance with export trade controls legislation for the export, supply, publication and brokering of goods and technology listed on the Defence and Strategic Goods List (DSGL) and defence industry security requirements across governance, personnel security, physical security and information/cyber security disciplines.

As a designated security officer under DISP, the successful candidate must hold Australian Citizenship only (not dual).

This position reports to the Director, Office of Research Ethics & Integrity for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Lead QUT's export control and defence security strategy and compliance on behalf of the DVC & VP (R) and enterprise.
- Manage the University's membership of the Defence Industry Security Program (DISP).

- Provide management and oversight of governance, record-keeping and annual reporting requirements related to export control compliance and defence security accreditation.
- Implement a security risk framework that includes development of policies, plans and procedures.
- Assist researchers to obtain permits from the Government under export control legislation and communicate with relevant faculties and staff about Government decisions and regulations so they are aware of their obligations.
- Liaise with the Defence Export Control Office about research activities covered by the Defence Trade Controls (DTC) Act.
- Undertake broader and continuing education campaigns across the University on export control compliance and defence industry security requirements.
- Establish and maintain strong networks with key stakeholders, organisations and government departments to maintain a corporate awareness of the export control and security environment.
- 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 campus.

## Selection Criteria

1. Education, training and/or relevant experience equivalent to postgraduate qualifications, or progress towards postgraduate qualifications and extensive relevant experience in a relevant area, for example law, science, engineering and IT.

2. Experience and specialist knowledge of governance, personnel security, physical security, and information/cyber security that relates to defence.
3. Experience and/or specialist knowledge of risk management and compliance relating to export trade control legislation in an environment that supports research
4. Significant experience in a defence or defence industry setting with knowledge of defence security concepts and experience in the provision of complex security advice within the Defence Industry Security Program (DISP) framework.
5. High-level experience in the development and implementation of processes and compliance related export trade control and security governance in a large and complex organisation.
6. Demonstrated knowledge of and experience in the Defence Industry Security Program (DISP).
7. Highly developed written and interpersonal skills to liaise effectively with clients and colleagues whilst maintaining confidentiality and discretion.

### Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,354 to \$129,614 pa. Which is inclusive of an annual salary range of \$97,738 to \$110,781 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

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.

