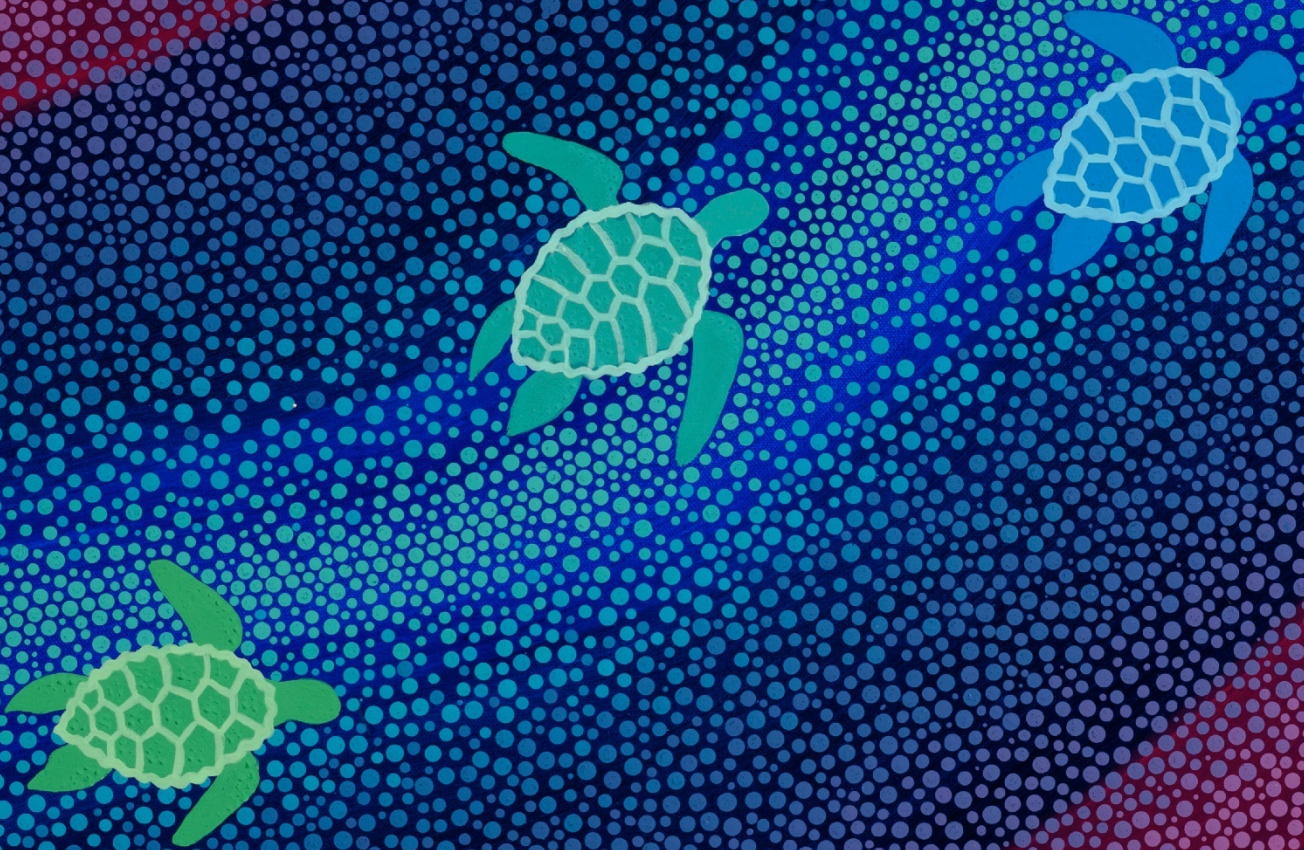




Indigenous Australian Traineeships Coordinator

HUMAN RESOURCES
ADMINISTRATIVE DIVISION



Artist: Jhana Gray

Acknowledgement of Country

QUT acknowledges the Turrbal and Yugara, as the First Nations owners of the lands where QUT campuses now stand.

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 new \$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

Indigenous Australian engagement, success and empowerment

QUT's [Blueprint 6](#) outlines how we will live up to our commitment to increase Indigenous engagement, success and empowerment.

Key components of QUT's commitment include the appointment of the Pro-Vice Chancellor (Indigenous Strategy) to oversee Indigenous Australian policy, strategy and strategic partnerships across the university; and the establishment of the Carumba Institute to undertake world-class Indigenous-led research, and learning and teaching in collaboration with Indigenous communities.

Additionally, QUT has commenced a program of engagement with Indigenous people to assist in achieving its Blueprint outcomes by commencing a traditional owner Elder in Residence program; and forging partnerships with peak Indigenous Australian organisations.

As part of our commitment to making our physical campuses more appropriate we are:

- implementing a Country to Campus strategy
- constructing new purpose-built spaces for the Carumba Institute, an Indigenous Australian Museum and the Oodgeroo Student Support Unit (Gardens Point campus) and
- refurbishing the existing support space for Indigenous Australian students on our Kelvin Grove campus.

QUT is committed to increasing the number and retention of Indigenous Australian staff and encourage Indigenous Australians to apply for this and other positions within QUT.

About the Administrative Division

The Administrative Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the university's legislative obligations and standards, governance and policy.

About the Human Resources Department

The Human Resources Department enhances the talents of our real world people through effective leadership, expert advice and professional development, while creating a highly engaged workforce by fostering strong organisational culture. The department partners with each area of the university to deliver tailored solutions according to the area's needs.

About the Position

The Indigenous Australian Traineeships Coordinator will play an integral role in the establishment and subsequent coordination of the QUT Indigenous Australian Traineeship Program.

The Coordinator will be responsible for providing support and guidance for trainees on a regular basis, whilst maintaining effective communication and relationship management between placement areas and training provider/s.

This position reports to the Associate Director, HR for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Work with key stakeholders to establish the Indigenous Australian Traineeship program.
- Coordinate the recruitment and onboarding of trainees.
- Work with organisational areas to ensure placement opportunities are suitable and mutually beneficial.
- Provide regular support, guidance and mentoring to trainees and other relevant staff (where applicable).

- Effectively manage relationships with key stakeholders including placement areas and training provider/s.
- Manage administrative processes to ensure the recording and reporting of traineeship activities and outcomes.
- Establish successful relationships with Indigenous Australian communities and with relevant university staff.
- Provide advice on Indigenous Australian issues and protocols within the context of the attraction, retention, support and development of Indigenous staff within the higher education sector.
- In conjunction with the Indigenous Employment Coordinator, assist with guiding the implementation of the university's Indigenous employment strategy.
- Work closely with other staff in the Human Resources Department to ensure the provision of a responsive and integrated service.
- 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.
- Be required to 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 completion of a degree with at least four years subsequent relevant experience.
2. Demonstrated success in contributing to support and development strategies for Aboriginal and Torres Strait Islander peoples.

3. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander perspectives and issues related to employment.
4. Sound knowledge of contemporary HR policy, practices and frameworks.
5. High level of written and oral communication skills.
6. Demonstrated ability to effectively manage relationships with key stakeholders (both internal and external).

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

For this position it is a genuine occupational requirement that it be filled by an Aboriginal or Torres Strait Islander person as permitted by and arguable under sections 25, 104 and 105 of the Queensland Anti-Discrimination Act (1991).

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 7 (HEW7) which has an annual remuneration range of \$101,660 to \$111,203 pa. Which is inclusive of an annual salary range of \$86,889 to \$95,045 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