



# Industry Engagement Coordinator (2 positions available)

FACULTY OF SCIENCE (1 POSITION)

FACULTY OF ENGINEERING (1 POSITION)

ACADEMIC DIVISION



## 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 Industry Engagement Coordinator is primarily responsible for leading the development and implementation of activities that respond effectively to business opportunities and grow mutually beneficial relationships for the Faculty aligned with university priority outcomes.

The Industry Engagement Coordinator will work closely with and provide high level advice to diverse stakeholders to ensure the Faculty's programs of engagement activities are appropriately and successfully coordinated, implemented and improved. These activities will engage with various industry, government and not for profit partners and internal stakeholders including students, academics and related Faculty/Divisional support functions.

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

### Key responsibilities include:

- Identify, cultivate and steward strategic industry and other external partnerships to maximise education and research opportunities and outcomes for the Faculty.
- In conjunction with relevant staff, develop and lead a program of targeted engagement activities for the Faculty.
- Research, analyse and prepare communications material that effectively supports engagement including correspondence, proposals, capability statements, bid content, presentations, promotional content/materials and outcome/impact reports, as well as submissions, guiding documents and reports for internal purposes.
- Coordinate and collaborate with related Faculty and university areas to maximise the design, impact and effectiveness of activities that engage industry partners and other external partners, with a particular focus on education and real-world learning outcomes.

- Work closely with associated Faculty and Divisional service areas, including central Business Development staff, to ensure the Faculty's external partners are appropriately supported and to optimise connections between partners with the Faculty's staff and students.
- Develop effective guiding documents and resources to assist academic and professional staff manage, promote and coordinate local engagement opportunities and activities within their Schools.
- Develop, monitor and work within the Faculty's engagement operational budget whilst attracting external support and maximising return on investment.
- Continuously improve activities and results by maintaining an awareness of changing client/stakeholder contexts, proactively evaluating stakeholder and client expectations and service delivery, reviewing work processes, facilitating and documenting improvements and liaising with relevant staff to implement changes.
- Interpret and apply university-wide policies, systems, processes and procedures to the planning and implementation of projects and activities to maximise outcomes, ensure compliance, manage risk and promote efficiency.
- 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 or progress towards postgraduate qualifications and extensive relevant experience.
2. Demonstrated experience in leading successful programs of engagement activity including effective project planning and management to achieve alignment with strategic directions and outcomes.
3. Demonstrated ability to work effectively in and across multi-disciplinary teams and activities to consistently deliver a high standard of service to a range of clients and stakeholders.
4. Demonstrated excellent interpersonal, negotiation and relationship management skills to realise new opportunities and grow productive partnerships, including through formal agreements.
5. Demonstrated excellent written communication skills including the development of timely and directed communication materials for internal and external audiences to support engagement in education and research.
6. Demonstrated high level of digital literacy.
7. Proven ability to develop, monitor and work within budget.

### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,686 to \$129,990 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.