

Manager, International Relations

International Portfolio

Chancellery 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.

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 Chancellery Division

The Vice-Chancellor and President is responsible to Council for providing leadership to the University and for the academic, financial and administrative functions of the University. The Vice-Chancellor is also QUT's chief representative on external forums.

The Vice-Chancellor leads the Chancellery Division which includes the Business Development and International Portfolios, Indigenous Strategy, Government Relations and Policy, Assurance, Risk and Integrity Services, Marketing and Communication, and Finance Business Solutions.

The Office of the Vice-Chancellor provides support and manages the business of the Vice-Chancellor and Chancellery Division. The Chancellery supports the University Executive in fulfilling their responsibilities to Council for providing leadership to the University and its academic, financial and administrative functions.

About the International Portfolio

The International Portfolio in the Chancellery Division leads QUT's international strategy, international student recruitment activities, and international student mobility and exchange programs. As part of the International Portfolio, QUT International supports QUT's 'real world' positioning in teaching and research by seeking and servicing international, local and internal partnerships.

About the Position

The Manager, International Relations is responsible for leading and developing a strategic approach to the international relations function in QUT International.

This position reports to the Deputy Vice-Chancellor and Vice-President (International) for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Responsible for the strategic development of a global partnership network that will facilitate internationalisation activities and programs, along with the implementation of processes, procedures and services that support the achievement of student recruitment and mobility targets.
- Provide advice to the university community in relation to potential new student mobility initiatives and oversee the management of existing student exchange agreements to support their long-term sustainability.
- Lead QUT's participation in external mobility programs such as New Colombo Plan (NCP) and Endeavour, including developing and implementing strategies for success, co-ordinating institution wide processes within required timelines, and ensuring compliance with requirements such as acquittal and reporting deadlines.
- Lead the response to issues or incidents affecting inbound students in Australia, or outbound students overseas, liaising with other areas both internal and external to QUT.
- Manage the allocation and acquittal of all mobility funding administered in accordance with QUT's financial procedures.
- Act as the central liaison on matters regarding international student recruitment agreements and schedules with education agents and business partners, ensuring that contract management and service delivery is optimised and meets business requirements and standards.
- Management and interpretation of policy, legislative, compliance, and regulatory requirements affecting the operations of the area; this may include assessing required changes to existing services, systems, processes and procedures to accommodate changes in these areas.
- Manage and maintain relevant systems and processes including but not limited to, agent database, compliance register, commission, freight, storage and printing and the travel coordination function.
- Ensure that the university satisfies the requirements of Australian legislation which regulates the recruitment of international students and provide regular reports on issues of compliance or non-compliance relevant to QUT regulatory obligations.
- Represent QUT International and the Portfolio on university committees as

appropriate, including university-wide committees and working parties involved in international affairs.

- Represent QUT in meetings with stakeholders, government officials and business partners in Australia and internationally.
- Manage the unit's financial and human resources activities including preparation of budget submissions and monitoring expenditure within cost centres.
- Manage workload and performance reviews, and foster the training and professional development of staff.
- 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 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 the completion of postgraduate qualifications in conjunction with extensive relevant experience in the international market and recruitment of students.
2. Proven ability to lead a team and promote a positive team culture.
3. Demonstrated ability to lead operational efficiencies through continuous improvement.
4. Demonstrated experience in the development of strategically aligned marketing and recruitment plans incorporating a detailed knowledge of the current international higher education issues, risk management and contingency planning.
5. Highly developed interpersonal, communication and collaboration skills,

including the ability to effectively negotiate and influence a range of stakeholders.

6. Demonstrated in depth understanding of the legal concepts, and an ability to apply them to complex situations, required to exercise compliance and policy applicable to international recruitment and experience in the interpretation of legislation and policy.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$142,960 to \$159,897 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 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.