

# Onshore Events Coordinator

## 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](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 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 Onshore Events Coordinator contributes to the QUT International team by coordinating and developing events to support the strategic direction of the Portfolio.

This position reports to the Regional Manager, Australia & the Pacific for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Coordinate the development of the annual QUT International calendar of events for the onshore market.
- Deliver regular and irregular onshore events including but not limited to School Counsellor outreach programs, agent representative weeks, partner training programs, conferences, and other stakeholder events.
- Support the delivery of offshore events such as conferences and exhibitions as required.
- Organise and coordinate international marketing and promotional activities in the designated countries including participation in marketing events, recruitment presentations, and building regional business opportunities and knowledge.
- Provide strategic input into the development of annual plans for the designated countries, analysis of regional data, review travel reports, undertake market intelligence research, and review, analyse and consult with relevant university staff and agencies/institutions.
- Represent QUT on domestic recruitment missions, conduct visits and presentations to associated agents and other stakeholder agencies.
- Support international recruitment needs with international travel, as required.
- Negotiate with internal and external stakeholders, ensuring the provision of high-level client service.
- Adhere to and interpret university policies and procedures, the ESOS Act, and other legislation relevant to overseas student recruitment activities.
- 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 experience equivalent to completion of a degree in business, marketing or public relations with at least four years' subsequent relevant experience
2. Demonstrated experience in developing and managing effective promotional activities from planning to implementation in an international environment, including evidence of the use of market intelligence and research.
3. Demonstrated high-level written communication skills including experience in developing documents.
4. Demonstrated high level interpersonal skills, including the ability to clearly present, consult and liaise with stakeholders both internal and external to an organisation in a professional and culturally sensitive manner.
5. Evidence of highly-developed organisational, analytical and problem-solving skills, including the ability to manage time and high volume tasks efficiently within competing deadlines.
6. Demonstrated ability to work effectively in a team environment, and to interact positively, cooperatively, and equitably with colleagues to ensure that a high level of client service is maintained.

### 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

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

