



Performance Support Officer

GOVERNANCE, LEGAL AND PERFORMANCE
ADMINISTRATIVE 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.

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 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 Position

The Performance Support Officer provides high level professional research, discovery and reporting relating to performance and planning activities. The position liaises with a range of staff throughout the University, drawing on technical and business capabilities to meet the need for increasingly sophisticated analytics to support decision-making and strategy formulation.

This position reports to the Senior Corporate Performance Coordinator for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Assist the Senior Corporate Performance Coordinator with corporate performance activities, including supporting the University's cyclical performance and planning activities through the provision of data gathering and other services.
- Provide quantitative and qualitative data for performance and planning activities including dashboards, scorecards, performance evaluations, presentations and other reports.
- Undertake cross-team activities and provide support in relation to planning and performance activities, e.g. providing support to environmental scanning, strategic initiatives, institutional rankings

and planning activities through the provision of data gathering and other services.

- Assist the Senior Corporate Performance Coordinator with the preparation of briefing notes, committee papers, analyses, presentations and reports.
- Coordinate and oversee the delivery of special projects, initiatives and tasks that relate to performance and planning activities.
- Assist with communication activities and inter-connectedness associated with the Department including liaising with the Enterprise Data and Analytics Unit (EDnA), Finance and other stakeholders.
- Undertake special projects and any other duties commensurate with the nature and level of the position.
- 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 the completion of a degree in conjunction with at least four years' relevant experience in a similar position, for example in the areas of planning, performance, evaluation and reporting.
2. Demonstrated high level time management and analytical skills with the ability to maintain and set priorities, and to communicate accurately on planning and performance quantitative and qualitative measures in a clear and concise manner to a variety of audiences.

3. Demonstrated written and verbal communication skills including experience in preparing committee papers, analyses, presentations and reports.
4. Proven project, research and administrative skills with experience in developing and maintaining efficient systems and procedures with a high level of accuracy and attention to detail.
5. Highly developed digital literacy skills and demonstrated experience using various reporting tools, business intelligence and other systems (e.g. Oracle Financials, Business Objects, other BI systems such as Power BI or Tableau).
6. Demonstrated interpersonal skills with the ability to liaise and negotiate with colleagues, clients and external stakeholders in a confidential manner.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 7 (HEW7) which has an annual remuneration range of \$101,955 to \$111,526 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:

Applications close 11 March 2021

- 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

The position is open to current staff members of QUT who have ongoing full-time work rights in Australia. Former QUT staff members who were employed at 23 April 2020 are also eligible to apply for this position. Please indicate your eligibility within the application questions. In support of our strategic priority of Indigenous Australian success, Aboriginal Australians and Torres Strait Islander people who are not QUT staff are also eligible and encouraged to apply.

For further information about the position, please contact John Hills, Senior Corporate Performance Coordinator, on (07) 3138 1479; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **21276**.

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.