



Project Officer

MARKETING AND COMMUNICATION
CHANCELLERY 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 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 Marketing and Communication

The Marketing and Communication Department is responsible for:

- Building and protecting QUT's brand and reputation
- Engaging and recruiting future students
- Ensuring communications from QUT are effective and of high professional standard.

As well as professional services provided to the university community, the Department is responsible for a variety of corporate communication functions and oversees relevant policies, protocols and governance arrangements.

About the Position

Under the broad direction of the Associate Director, Marketing and Recruitment the Project Officer provides proactive and well-organised project administrative, communication and management support services to support the development of online engagement activities (publications and events).

This position reports to the Associate Director, Marketing and Recruitment for supervision, workload management and for Performance Planning and Review (PPR) and works in close collaboration with the Domestic Student Recruitment Team Leader and Associate Director, Brand and Digital Communications.

Key responsibilities include:

- Provide project administrative, communication and support to the Associate Director, Marketing and Recruitment with a focus on achieving project objectives and outcomes.
- Coordinate the completion of project activities and products including status reporting, monitoring of the project budget, data gathering and collation, tracking of project expenditure and maintenance of the project schedule.
- Preparation of a range of project management documents, presentations, briefings and other correspondence as required.
- Develop and maintain the project's communication and information channels such as email lists and other project communication products.
- Organise regular project events and papers, such as Steering Committee and stakeholder meetings and special functions. Record the minutes and actions and take appropriate follow-up actions.
- Work with teams within Marketing and Communication to develop systems and processes to ensure quality and consistency of communications to stakeholders.
- Proactively manage issues, risks and opportunities in consultation with the Student Recruitment Team Leader.
- 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 a fixed-term, full-time basis for 12 months.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to the completion of a degree with at least four years subsequent relevant experience, including relevant experience on projects.
2. Demonstrated skills using the MS Office Suite, ability and experience in monitoring project expenditure and budgets, project schedules using MS Project, project status reporting and committee support.
3. Demonstrated organisational skills to work within tight deadlines, balance competing priorities and work harmoniously in a small, busy office.
4. Demonstrated high level of written and oral communication skills, including the ability to investigate, analyse, interpret and present data in reports, correspondence and submissions to a high standard.
5. Demonstrated digital literacy skills and understanding with proven ability to create quality comms and marketing content across multiple channels and formats, including comms plans, messaging for promotional material, presentations etc.

As outlined in the Change Management and Implementation Plan, Selection Criterion 1 will not be assessed as part of this selection process.

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:

- 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 [Life at QUT](#) page.