

QUT Online Coordinator

Learning and Teaching Unit

Academic 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 Learning and Teaching Unit (LTU)

At QUT we are transforming learning and teaching practices in line with our Real World Learning vision, so that our graduates are highly skilled, enterprising, and well suited to 21st century employment and careers. We are committed to increasing the flexibility of our course offerings to enable our students and graduates to thrive in changing and complex working environments throughout their lives. Our focus is on student success, partnering with students to enhance the end-to-end learner journey, and designing and delivering high quality, flexible educational experiences that enable this.

LTU is committed to a culture of collaboration, working in partnership with students, industry representatives, and staff across QUT to meet the evolving needs of our learners.

Guided by our Real World Learning vision, LTU leads and coordinates learning and teaching across QUT, leveraging existing initiatives and enabling new ways of thinking and working that are learner-centric and future-focused.

QUT's distinctive positioning as "the university for the real world" means a commitment to and investment in real-world work integrated learning, authentic assessment, a curriculum design studio approach for innovative curriculum and an increased focus on the optimisation of digital technologies to enhance on campus and online learning.

About the Position

QUT's Online Learning Strategy provides for the design and delivery of select fully online courses and other online study options including MOOCs, micro-credentials and non-award offerings. The QUT Online Coordinator is based in the Learning and Teaching Unit and works in close partnership with internal and external stakeholders to achieve successful implementation of the University's

online learning priorities and associated activities.

The role is instrumental in the growth and connectivity of QUT's online learning activities. Working in conjunction with the Director, Learning and Teaching Unit, the role requires high-level skills in conceptualising solutions and managing the development and implementation of education programs, client relationships, stakeholders (internal/external) and commercial arrangements. The overall strategic value of the online learning activities to QUT is significant and the QUT Online Coordinator will be required to report on a regular basis to highlight progress, risks, and benefits achieved for the QUT Online program.

This position reports to the Director, Next Gen Learning for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Coordinate the QUT Online program, working cooperatively with relevant stakeholders to ensure the successful development, implementation and delivery of planned program of online offerings within agreed scope and timelines.
- Ensure that the QUT Online learning program is conducted in line with relevant University policies and guidelines and contribute to the development and review of business processes.
- Consult with the Director Learning and Teaching Unit on contractual matters relating to third-party vendor involvement and contributions to the program of activities to optimise outcomes for the University.
- Contribute to operationalising QUT's micro-credential framework as part of non-award professional learning options.
- Proactively identify, monitor, manage and appropriately escalate issues, risks and opportunities, applying mitigating strategies, and providing support in implementing necessary actions.
- Incorporate good practices and implement standards, key measures, and metrics as directed by the senior executive.
- Contribute to, and coordinate the evaluation and reporting of program outcomes.
- Coordinate communications with both internal and external stakeholders.
- Comply with health, safety and environmental 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 a three year term.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to the completion of postgraduate qualifications with extensive relevant experience.
2. Highly developed project management skills and expertise, including planning and detailing outcomes within the agreed scope, timeframes and resources.
3. Demonstrated experience in managing and implementing organisation-wide strategies and initiatives.
4. Demonstrated high-level written communication skills, including the ability to prepare clear and concise reports, plans, submissions and complex correspondence.
5. Highly effective communication and interpersonal skills, engagement and stakeholder management experience, including the ability to consult, facilitate, negotiate and influence a broad range of staff at all levels of a large organisation, as well as engaging with external parties, such as third-party vendors.
6. Record of success in identifying opportunities for improvement and addressing challenges and barriers to achieve outcomes.

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 inclusive of an annual salary range of \$122,188 to \$136,664 and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to the Enterprise Agreement. The Fair Work Commission approved this variation effective 24 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.

