

Regional Manager (South Asia/Middle East/Africa)

**QUT International
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 Regional Manager (South Asia/Middle East/Africa) is responsible for the management and leadership of the marketing, recruitment and business and partnership development activities in the region, including the achievement of recruitment targets.

This position reports to the Manager, International Recruitment for supervision,

workload management and for Performance Planning and Review (PPR). This role will work in collaboration with other managers within QUT International.

Key responsibilities include:

- Identify, develop and manage international marketing and business development opportunities and strategies in current and emerging markets, including high level of reporting and analysis of market trends and providing recommendations.
- Negotiate contracts with education agents, partner institutions and government agencies.
- Manage the regional marketing budget and recruitment strategy (including Higher Degree Research and sponsored students).
- Interpret relevant policies and procedures and provide advice on the impact of legislation and political/social events within the target markets.
- Provide leadership to and manage the regional team (based onshore and offshore) including performance planning and review, workload management and identification of relevant staff development opportunities.
- Manage relationships and communications with relevant internal and external stakeholders.
- Work with QUT Alumni Office to support alumni initiatives and events and communications in target region.
- Represent QUT at both national and international recruitment and partner events and 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 postgraduate qualifications in Business, Marketing or International Business and extensive relevant experience in management and international student recruitment.
2. Demonstrated experience in the interpretation of complex policy, legislation, compliance and Australian regulatory framework requirements for international student recruitment and admissions.
3. Demonstrated experience in establishing relationships with South Asian, Middle Eastern & African partners/institutions that support marketing and business development opportunities, including the development of strategic documents.
4. Demonstrated high level interpersonal skills, including the ability to clearly consult, negotiate, liaise and build relationships with stakeholders and senior managers internal and external to an organisation in a professional and culturally sensitive manner.
5. Demonstrated experience in managing a budget in accordance with financial policies and delegations.
6. Experience in leading a small team to drive innovative business outcomes.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 9 (HEW9) which has an annual remuneration range of \$133,814 to \$140,187 pa. Which is inclusive of an annual salary range of \$114,040 to \$119,470 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.

Information for applicants

The position is open to open to any ongoing, fixed-term, casual or sessional staff member. This includes any staff member who was employed by QUT on or after 23 April 2020. Indigenous Australians who have not been employed by QUT previously are also eligible and are encouraged to apply.

For further information about the position, please contact Mr Paul Bolt, Executive Director, QUT International on (07) 3138 1918; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

QUT is proud to be an inaugural Athena SWAN charter member. We have extensive and established support programs for women in STEMM. For more information on the Athena SWAN charter, contact Tracy Straughan on (07) 3138 1584.

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 **20717 b**).

When applying for this position we encourage you to upload a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria.

Applications close: 17 January 2021.