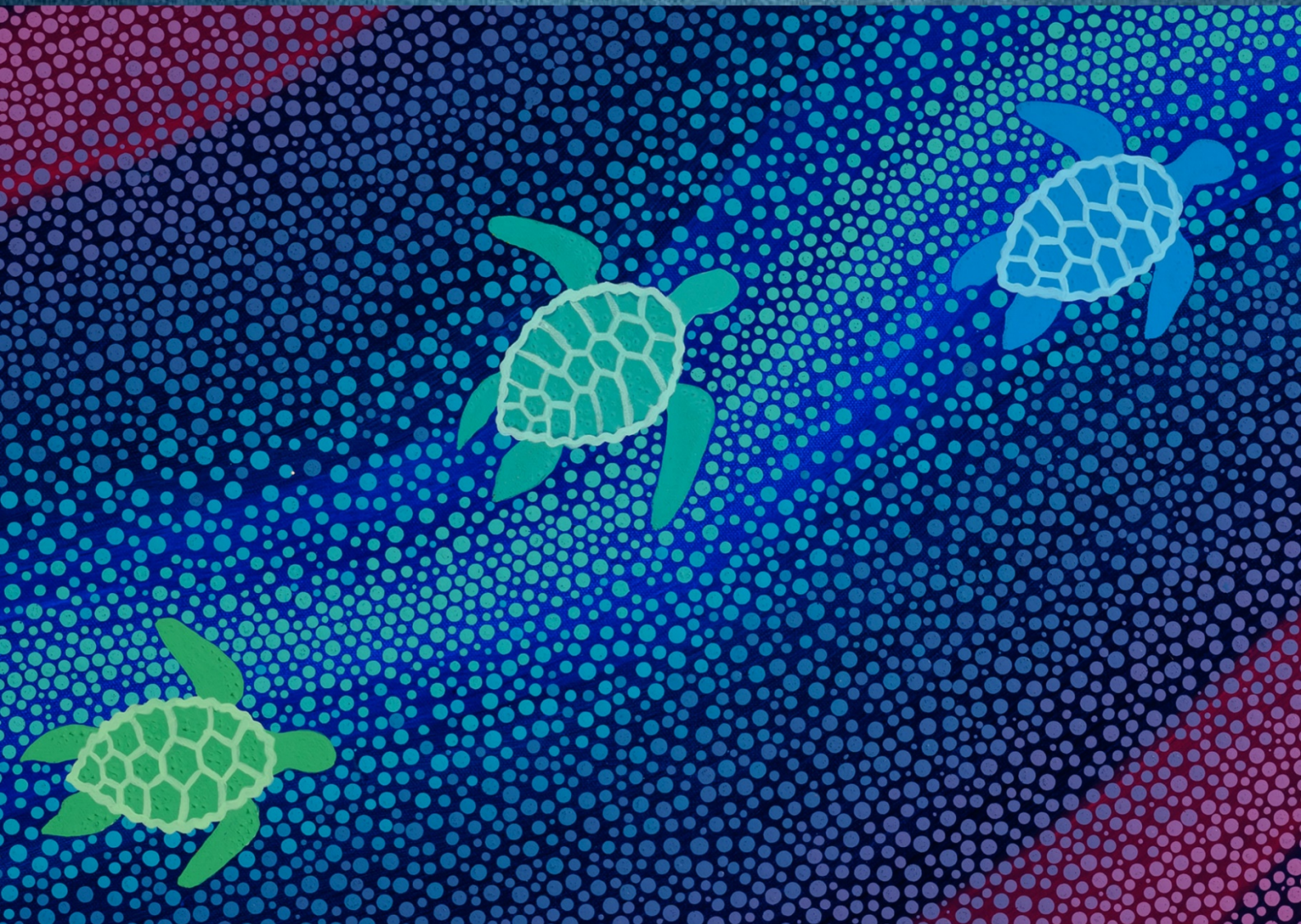


Senior Performance Coordinator

Oodgeroo Unit, Administrative Division



the university
for the real world

Acknowledgement of Country

QUT acknowledges the Turrbal and Yugara, as the First Nations owners of the lands where QUT campuses now stand.

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 new \$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

Indigenous Australian engagement, success and empowerment

QUT's [Blueprint 6](#) outlines how we will live up to our commitment to increase Indigenous engagement, success and empowerment.

Key components of QUT's commitment include the appointment of the Pro-Vice Chancellor (Indigenous Strategy) to oversee Indigenous Australian policy, strategy and strategic partnerships across the university; and the establishment of the Carumba Institute to undertake world-class Indigenous-led research, and learning and teaching in collaboration with Indigenous communities.

Additionally, QUT has commenced a program of engagement with Indigenous people to assist in achieving its Blueprint outcomes by commencing a traditional owner Elder in Residence program; and forging partnerships with peak Indigenous Australian organisations.

As part of our commitment to making our physical campuses more appropriate we are:

- implementing a Country to Campus strategy
- constructing new purpose-built spaces for the Carumba Institute, an Indigenous Australian Museum and the Oodgeroo Student Support Unit (Gardens Point campus) and
- refurbishing the existing support space for Indigenous Australian students on our Kelvin Grove campus.

QUT is committed to increasing the number and retention of Indigenous Australian staff and encourage Indigenous Australians to apply for this and other positions within QUT.

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 Oodgeroo Unit

Established in 1991, The Oodgeroo Unit is QUT's Aboriginal and Torres Strait Islander student success unit, providing admission pathways and support for Aboriginal and Torres Strait Islander people.

The Oodgeroo Unit is responsible for and committed to ensuring pathways to higher education and the academic success of Aboriginal and Torres Strait Islander people. This includes;

- assisting Aboriginal and Torres Strait Islander people to enter University
- providing our students with academic, personal, and cultural support throughout their degree
- providing a visible cultural presence at QUT
- engaging in community events, representing QUT
- promoting real world opportunities for our students.

Our main administration office is located at Kelvin Grove, with facilities at our Gardens Point student centre. On both campuses we have computer labs, places to study and work with tutors, and places to meet with other students.

All Oodgeroo Unit staff are required to work across both campuses.

The Oodgeroo Unit is situated within the Division of Administrative Services

About the Position

The Senior Performance Coordinator provides high level management support to the Director and is a pivotal role in developing and monitoring effective business solutions enabling the Oodgeroo unit to achieve

strategically driven and operational evidence based approaches to achieving outcomes.

The role entail undertaking and coordinating operational projects, development of strategies and initiatives and collaborating on and driving operational and engagement plans.

Currently this position oversees a small team.

The role reports to the Director, Oodgeroo Unit for supervision, workload management and Performance Planning and Review (PPR).

Key responsibilities include:

- Provide high level advice and support to the Director to ensure the Oodgeroo Unit adheres to compliance programs, policy, legislation and audit obligations.
- Synthesis and analyse data from various sources, measure performance against external benchmarks, communicate and prepare evaluations and performance reports to support decision-making and strategy formation.
- Manage and monitor the budgeting, staffing and resources to support the Director in ensuring that all strategic priorities are met and managed throughout the Unit and in accordance with University Policies.
- Monitor and review policies and procedures and identify opportunities to improve and streamline processes to achieve continuous improvement.
- Maintain knowledge and understanding relevant to the role, including the strategic and operational requirements of the University and the impact of changes on the Higher Education sector.
- Develop and maintain effective partnerships across all areas of the university with key stakeholders to ensure strong holistic culturally responsive approaches are delivered within the unit.
- Effective leadership that contributes to a high performance culture.
- Work collaboratively within the Oodgeroo Unit team to develop and implement communication strategies and plans as necessary.
- Provide support to the Director with briefing/discussion papers, presentations, speeches, policy and program position papers for a wide range of audiences including University Executives, relevant industry bodies, government departments and agencies.
- Manage strategic projects as required. Compliance with health and safety

policies, procedures, hazard reporting and safe work practices.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Completion of postgraduate qualifications or progress towards postgraduate qualifications and/or extensive relevant experience in policy/program administration, and/or an equivalent combination of relevant experience.
2. Demonstrated experience working productively with Aboriginal and Torres Strait Islander peoples and their communities to meet their learning and cultural needs.
3. Proven ability to analyse, interpret and report on quantitative and qualitative data, providing reliable, actionable insights.
4. Demonstrated critical thinking skills and ability to contribute effectively to policy and procedural review, and continuous improvement.
5. Highly developed written communication skills, with demonstrated high-level expertise in writing and editing a wide range of documents (eg guidelines, reports).
6. Proven ability to use initiative to plan and prioritise workloads in order to meet tight deadlines whilst operating under minimum supervision and maintaining a high level of accuracy.
7. Proven experience establishing and maintaining effective relationships which contribute across a range of stakeholders supporting co-designed and improved outcomes.
8. Demonstrated leadership and management skills that drive team work, high performance and excellence in client service provision.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,354 to \$129,614 pa. Which is inclusive of an annual salary range of \$97,738 to \$110,781 pa 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.

Information for applicants

The position is open to Aboriginal Australians and Torres Strait Islander people. For this position it is a genuine occupational requirement that it be filled by an Aboriginal or Torres Strait Islander person as permitted by and arguable under sections 25, 104 and 105 of the Queensland Anti-Discrimination Act (1991).