

# Senior Planning Coordinator

Governance, Legal and Performance

Administrative 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](http://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 Senior Planning Coordinator is responsible for the coordination of a range of functions supporting the University's planning framework and cycle and, more broadly, provides information and analysis to support decision-making and academic planning throughout the institution. In addition, the position develops resources, reviews policy and provides advice to enhance planning capability within the University.

The Senior Planning Coordinator 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 formation, both within and outside of the planning framework and cycle.

The position reports to the Director, Governance, Legal and Performance for supervision, management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Coordinate functions in support of the University's annual integrated planning round, including collation, analysis, evaluation and presentation of strategic information.
- Monitor the effectiveness of the planning process and liaise with key stakeholders on possible refinements and improvements.

- Coordinate and provide a range of analytical services to support the application of institutional research to academic planning. This may include conducting environmental scans, synthesising and interpreting data from various sources, communicating interpreted data to support decision-making and strategy formation.
- Prepare and maintain information resources supporting planning processes.
- Contribute to the development of QUT's Planning Framework and University policies more broadly.
- Provide advice to areas of the University on a wide range of complex matters that relate to the University's performance against its strategic objectives and measures of success.
- Coordinate or support the development of high-level communications, documents and reports for internal and external audiences (eg academic plans, briefings, discussion documents, committee submissions, presentations and correspondence).
- 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.
- Build relationships and work collaboratively with all areas across the University.
- Undertake special projects and any other duties commensurate with the nature and level of the post.
- 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.
- Be required to 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 postgraduate qualifications or progress towards postgraduate qualifications in a relevant field with extensive relevant experience.
2. Proven ability to analyse, interpret and report on complex quantitative and qualitative data, providing reliable, actionable insights.
3. Significant prior experience in the use of a range of institutional reporting tools (e.g. Business Intelligence).
4. Superior written communication skills, with demonstrated high-level expertise in writing and editing a wide range of documents (eg guidelines, reports).
5. Demonstrated ability to work collaboratively with diverse teams, including coordinating high-quality outputs with technical and business aspects.
6. Demonstrated critical thinking skills and ability to contribute effectively to policy and procedural review, and continuous improvement.
7. Ability to cultivate and maintain productive and collaborative working relationships with internal and external stakeholders.

### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$114,686 to \$129,990 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 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.