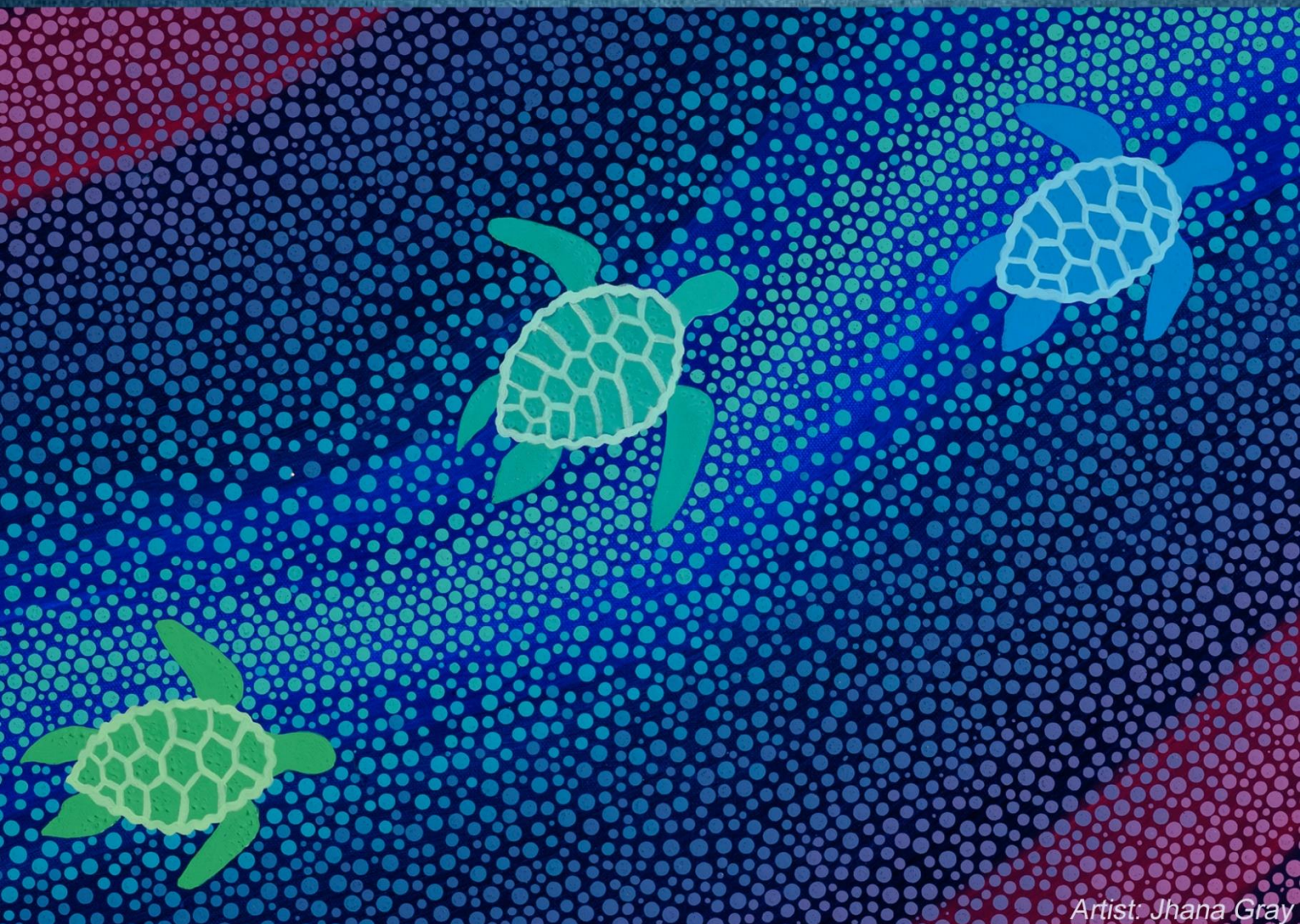


Strategic Projects Officer

Office of the Pro Vice-Chancellor (Indigenous Strategy)

Chancellery Division



Artist: Jhana Gray

Artwork by Jhana Gray, 2019

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 \$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 plan on:

- 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 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.

The Office of the Pro Vice-Chancellor (Indigenous Strategy) is responsible for providing leadership in the strategic direction of the university regarding Indigenous Australian matters. This includes institutional policy, strategy and advice in relation to all aspects of Indigenous Australian higher education at QUT.

The Pro Vice-Chancellor has the following key Senior Officer reports:

The Executive Director of the Carumba Institute. The Carumba Institute is a central component of QUT's commitment to Indigenous Australians. The institute embodies QUT's priority to increase its Indigenous Australian research focus, continue to develop Indigenous Australian researchers and supports Indigenous Australian research students.

The Director, Indigenous Industry and Community Partnerships. The Director plays a critical role in engaging with internal and external stakeholders by identifying, developing and managing potential Indigenous focused partnership opportunities to fruition, as well as supporting and growing existing Indigenous focused partnerships.

About the Position

The Strategic Projects Officer in the Office of the Pro Vice-Chancellor (Indigenous Strategy) provides project management expertise, leads the execution of initiatives in support of the Indigenous Strategy and plays a key role influencing internal and external community engagement and partnerships.

This position reports to the Pro Vice-Chancellor (Indigenous Strategy) for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Contribute to the development of Indigenous Australian strategies and programs by the Office of the Pro Vice-Chancellor (Indigenous Strategy) and associated portfolios.
- Assist in the development, maintenance and reporting of strategic Indigenous Australian community and organisational partnerships.
- Operate with a high degree of autonomy in providing project leadership and driving project delivery.
- Develop and maintain effective working relationships with people at all levels within QUT and Government, as well as external partner organisations and community groups.
- Lead key strategic events to promote Indigenous Australian engagement including workshops, retreats, and seminars.
- Develop strategies for QUT to engage in visits to Indigenous Australian communities and organisations.
- Reinvigorate the key functions of the Indigenous Australian QUT Alumni in partnership with QUT's Advancement office.
- Play a key role in the implementation of the Campus to Country Framework by working in close collaboration with the Administrative Division.
- Collaborate with the Indigenous Marketing and Communications Manager with media and community engagement content and coordination related to the Office of the Pro Vice Chancellor (Indigenous Strategy) and associated portfolios.
- Lead communication initiatives including managing the QUT Indigenous Australian Landing Page and provide relevant direction on content to maintain relevancy.

- Maintain and nurture communication networks that support the implementation of the Office of the Pro Vice-Chancellor (Indigenous Strategy) and its associated portfolios.
- Maintain comprehensive project documentation, including data quality and management in accordance with legislation, standards, policies and procedures.
- 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 an ongoing full-time basis.

Location

Gardens Point campus.

Selection Criteria

1. Be an Aboriginal Australian and or an Australian Torres Strait Islander person.
2. Education, training and/or experience equivalent to postgraduate qualifications or progress towards postgraduate qualifications and/or extensive experience in project management.
3. Demonstrated ability to manage complex strategic projects including planning, delivering and evaluating outcomes within agreed timeframes and budget.
4. Proven experience working with or for Aboriginal and Torres Strait Islander communities with a proven ability to build and maintain strong effective working relationships with highly developed influencing skills.
5. High-level written and oral communication and interpersonal skills including demonstrated ability to communicate effectively with a wide range of people including senior officers and people internal and external to an organisation.

6. Demonstrated ability to display initiative, contribute new ideas, critically evaluate current systems, programs, and processes and contribute to ongoing improvements in project delivery.
7. Demonstrated excellence in time and organisational management resulting in delivery of competing priorities in a timely manner.
8. Flexibility to adapt to changing priorities and contribute to continuous process improvement.

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.

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).