

Transition Support Project Manager

Office of the Vice-President (Administration) and University Registrar
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.

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 Transition Support Project Manager leads the delivery of essential transition support and best practice change management support to guide positive cultural and procedural change. The position will advise and support the Divisional leadership, as well as staff, during the transition to the new university structure and centralised support service model.

The Transition Support Project Manager plays a pivotal role in the provision of change leadership, and quickly develops effective working relationships to act as the divisional liaison and point of contact for key internal and external stakeholders of the Repositioning QUT change process.

This position reports to the Vice-President (Administration) and University Registrar for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Execute the university's change outcomes relevant to the Administrative Division as directed.
- Develop, coordinate and lead an approved workplan and work with all relevant areas across the university to identify and implement changes for governance and compliance matters arising out of the change for the university and Administrative Division to mitigate risk.

- Provide strategic leadership in the development or update of innovative business processes for the Division.
- Collaborate with relevant stakeholders to identify the required system, HR and finance changes for the Administrative Division and manage implementation as appropriate.
- Lead the delivery of best practice change management support to guide positive cultural and procedural change.
- Work with the divisional leadership to quickly attend to issues resulting from change including any workload and/or work allocation arrangements.
- Develop and nurture effective and trusted working relationships with divisional leadership and other key stakeholders and develop an expert level of understanding of the needs of the Division through the transition process.
- Coach and influence staff to develop an understanding of, and adapt to, the new centralised service model and university structure.
- Develop and coordinate transitional staff movements to facilitate cohesive workspaces in line with the new university structure.
- Undertake other change and transition related planning and delivery as directed by the Vice-President (Administration) and University Registrar.
- Comply with health and safety policies, procedures, hazard reporting and safe work practices.

Type of appointment

This appointment will be offered on a fixed-term, full-time basis for one (1) year.

Location

This position may be required to work at either Gardens Point or Kelvin Grove campus.

Selection Criteria

1. Relevant education, training and/or experience equivalent to the completion of postgraduate qualifications in a relevant area, together with extensive experience working with senior business leaders to achieve successful outcomes.
2. Experience in delivering high level project management outcomes in a complex environment.

3. Demonstrated extensive experience leading and guiding structural and cultural change processes with specific demonstrated outcomes within a large organisation, including planning, managing personnel impacts, and delivering excellent client service.
4. Excellent interpersonal, communication and negotiation skills to effectively partner, influence and collaborate at all levels to achieve successful outcomes.
5. Record of success in critically evaluating systems and processes to achieve ongoing improvements at a strategic and operational level, with specific expertise in administrative policies and procedures related to business operations in the higher education sector.

Remuneration and Benefits

An attractive remuneration package will be negotiated with the successful candidate.

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:

- 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

For further information about the position, please contact Leanne Harvey, Vice-President (Administration) and University Registrar, on (07) 3138 2366; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

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 **20755 b**).

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

Applications close 7 February 2021