



Senior Recruitment and Community Engagement Coordinator

ODGEROO UNIT
ADMINISTRATIVE DIVISION



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.

We offer academic programs in fields spanning business, creative industries, education, engineering, health, law, science, and social justice across five faculties.

We are transforming the learning experience and embed work integrated learning in courses and have a strong focus on developing entrepreneurial skills. QUT provides executive education and professional development to both individuals and organisations through QUTeX, and QUT Online lets students learn when it suits, through courses delivered entirely online. QUT College offers pathways for all students into our undergraduate programs.

QUT has two inner-city campuses in Brisbane at Gardens Point and Kelvin Grove.

Well known for our strong links to industry and government, the high impact of our research which involves multidisciplinary teams, QUT has been named one of the fastest rising universities in the world for scientific research.

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

Administrative Division supports the governance and operations of the University, including planning and quality, facilities and services for students and staff. The Administrative Division is led by the Vice-President (Administration) and University Registrar.

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 the 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 the Kelvin Grove, in addition to 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 Recruitment and Community Engagement Coordinator is responsible for leading engagement with community partners, and developing strategic partnerships, with a diverse range of stakeholders including Industry partners, government and corporate businesses, schools, prospective Aboriginal and Torres Strait Islander students and their parents and members of the Aboriginal and Torres Strait Islander community. The position will liaise and work regularly with a number of areas within the university (i.e. QUT faculties, STEM School Program, Library School program, Student Recruitment and Equity) around school recruitment activities and educational opportunities at QUT.

The position leads a hands-on team that implements wider participation strategies, aimed at increasing access and participation of Aboriginal and Torres Strait Islander people in Higher Education. The team delivers a range of recruitment, marketing and promotional activities to raise the profile of QUT and support the Oodgeroo Unit's events, exhibitions and school and community engagement activities.

An important activity of the role will be working across the Oodgeroo Unit to plan and deliver cultural activities, events, conferences, forums and seminars.

The position works as part of a high performing team and contributes to activities as required to meet the objectives of the Oodgeroo Unit.

This position reports to the Manager, Oodgeroo Unit for supervision, workload management and Performance Planning and Review (PPR).

Key responsibilities include:

- Provide strategic advice to the Manager and Senior Leadership team within the Oodgeroo Unit.
- Develop and review strategic programs and services to ensure authentic engagement with Aboriginal and Torres Strait Islander People, Community

Organisations, Schools, Educational and Training sectors and Industry Partners.

- Lead and supervise a small, high performing team to deliver key programs and quality services within the Recruitment and Community Engagement space.
- Lead the Centralised Assessment and Selection Pre-Orientation Program for prospective Aboriginal and Torres Strait Islander prospective students.
- Coordinate and facilitate marketing and communications initiatives for the Oodgeroo Unit, website and social media platforms, media releases, promotional materials, web and social media updates.
- Ensure management of record-keeping and monitoring of a range of systems and databases that support engagement functions.
- Manage the continuous improvement of engagement activities by proactively reviewing work processes.
- Coordinate and develop programs, workshops and engagement activities both on campus and within schools, TAFE's and other settings.
- Develop resources, and implement and maintain a specific merchandise development program that reflects the identity and philosophy of the Oodgeroo Unit and QUT.
- Ensure compliance in accordance with relevant policies, practices and procedures to deliver high-quality services.
- 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 basis.

Location

Kelvin Grove campus and Gardens Point Campus

Selection Criteria

1. Education, training and/or relevant experience equivalent to the completion of a postgraduate degree in a community development field and/or relevant experience working in Education and Community Engagement.
2. Demonstrated experience in consultation, engagement and negotiation in a culturally appropriate manner adhering to community protocols with Aboriginal and Torres Strait Islander people, elders and communities.
3. Proven management and leadership skills including the ability to plan, coordinate, evaluate and continuously improve activities.
4. Demonstrated analytical skills and innovative thinking, including the ability to collate and analyse information and make recommendations that support the organisations strategic and business objectives.
5. Demonstrated interpersonal skills including the ability to negotiate collaborate and manage emerging issues and navigate challenges to ensure productive outcomes.
6. Proven skills in written communication and attention to detail in creating high-quality media and promotional materials and delivering reports.
7. Demonstrated ability to provide positive leadership and supervision in a team environment committed to high performance, service excellence and improved results.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$120,338 to \$136,408 p.a., which is inclusive of an annual salary range of \$101,687 to \$115,266 p.a. 17% superannuation and 17.5% recreation leave loading.

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 on the [Life at QUT](#) page.

Information for applicants original

To be eligible for this position you must identify as an Aboriginal and/or Torres Strait Islander person. 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).

Applicants who reach the final stage of the selection process may be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on the appointment is made.

This position has been identified by QUT as being engaged in child-related employment. Appointment to this position is therefore subject to the provisions of the Working with Children (Risk Management and Screening) Act 2000. The appointee will be required to undergo a 'Working with Children Check' which will assess their suitability to work with children (defined as anyone under 18 years of age) based on his or her criminal history.

For further information about the position, please contact Alisha Britten, Manager Oodgeroo Unit, on (07) 3138 3261; or for further information about working at QUT contact Human Resources on (07) 3138 5000.

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 the 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/careers for reference number **22103**.

When applying for this position we encourage you to upload your response to the selection criteria.

Applications close 6 February 2022