



# Executive Assistant

CARUMBA INSTITUTE

CHANCELLERY 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](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

## 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 Chancellery

Chancellery Division is responsible for strategy, including Indigenous strategy, government relations and policy, assurance and risk, international, marketing and communications, and business development. The Chancellery Division is led by the Vice-Chancellor and President.

## About 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 Indigenous Australian research focus, continue to develop Indigenous Australian researchers and attend to the needs of Indigenous Australian students. The Institute is responsive to government and higher education sector agendas and contributes to overcoming Indigenous disadvantage.

The two core functions of the Carumba Institute are research and education. Central to these functions are training and employment-enhancing initiatives, as well as fostering engagement and partnerships that matter to Indigenous people and communities.

## About the Position

The Executive Assistant provides high-level secretarial and administrative support to the Executive Director, Carumba Institute. The principal duties of this position include the management of the Executive Director's diary and daily schedule, preparing and coordinating

communications, liaising with internal and external stakeholders.

This position reports to the Executive Director, Carumba Institute for supervision, workload management and for Performance Planning and Review (PPR).

### Key responsibilities include:

- Provide high-level, confidential secretarial services to the Executive Director, Carumba Institute.
- Manage documents and workflow within the Executive Directors office.
- Liaise with internal and external contacts to ensure the Executive Director is appropriately prepared for all meetings and activities, seeking additional information and documentation if required.
- Coordinate travel, events/functions and visits on behalf of the Executive Director including organising venues, hospitality and preparing itineraries and invitations as required.
- Undertake research and investigation in order to provide information or advice to the Executive Director on specific matters.
- Prepare correspondence, reports, and documentation, as required by the Executive Director.
- Develop and maintain effective working relationships with people at all levels within QUT and Government, as well as external partner organisations and community groups.
- Corporate card reconciliation ensuring compliance with internal requirements and deadlines.
- Provide administrative support for meetings, committees, and working parties, as required.
- Provide effective project support and coordination for projects within the Institute and assist with organising key events
- Analyse information to ensure it is appropriate and confirms to the requirements of projects, making modifications to reflect the latest developments on current issues.
- Manage the Institute's Asset Register
- Undertake other duties including budget management, procurement, ordering of stationery, inward and outward mail and act as the main point of contact for Carumba Institute
- Comply with health, safety and environment 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

Kelvin Grove and Gardens Point campus.

## Selection Criteria

1. Education, training and/or experience equivalent to completion of a degree with combined relevant work experience, or extensive experience in an Executive Assistant capacity.
2. Highly developed interpersonal skills including the ability to connect and collaborate with a diverse range of people at all levels in a professional manner, often under pressure, while maintaining appropriate confidentiality.
3. Advanced written communication skills including the ability to draft complex correspondence, submissions, reports, emails, meeting agendas and minutes with a high degree of accuracy.
4. Demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander people, including Elders, with a proven ability to build and maintain strong effective working relationships within the Aboriginal and Torres Strait Islander community.
5. Highly developed digital literacy skills including experience using Microsoft Office, electronic records management systems and databases.
6. Highly developed planning skills, including the ability to multi-task, prioritise, coordinate workflow and meet deadlines with excellent attention to detail.

## Remuneration and Benefits

The classification for this position is Higher Education Worker Level 6 (HEW6) which has an annual remuneration range of \$96,955 to \$104,981 pa. Which is inclusive of an annual salary range of \$81,928 to \$88,710 pa and 17% superannuation, and 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 at the [Life at QUT](#) page.

## Information for applicants

This 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).

For further information about the position, please contact Professor Peter Anderson, Executive Director, Carumba Institute on (07) 3138 3643; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

## How to Apply

For further information and to apply, please visit [www.qut.edu.au/jobs](http://www.qut.edu.au/jobs) for reference number **22094**.

When applying for this position we encourage you to upload a two page response to the selection criteria.

**Applications close 15 February 2022**