



Student Inclusion Officer

STUDENT SERVICES AND WELLBEING
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

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 Department/School

The Student Services and Wellbeing portfolio leads the university-wide strategy and coordination of all non-academic matters related to the student experience. The portfolio of Student Services and Wellbeing delivers a range of services across the student life cycle, as well as providing advice and leadership to the university on a broad range of student and staff matters, including social justice and public policy.

Student Services and Wellbeing consists of the following departments: Student Administration, HiQ, Equity, Student Services and Health, Safety & Environment (HSE). The portfolio also has strong links to and works closely with QUT's Oodgeroo Unit and Human Resources

Student Services and Wellbeing aspires to be a collaborative, distinctive and innovative department that makes a real and positive difference to students, from pre-tertiary to

graduation and beyond. The portfolio is focused on delivering services to support the university's commitment to an exceptional student experience, leading to positive outcomes in success, retention and completion. This includes developing a campus culture which is inclusive, safe, and respectful for all students and staff.

The Equity departments aims to ensure that the student and staff population inside QUT mirrors the diversity of the community outside the university, and that all staff and students prosper, regardless their background. The team oversees a wide range of inclusive programs and promotes respectful campus culture.

About the Position

As a member of the Equity team, the Student Inclusion Officer will contribute to the coordination, delivery and evaluation of outreach and student engagement programs, in line with the program's strategic priorities.

This role contributes to event management and outreach to Indigenous, regional and low-income prospective students. In particular, the position has an important role in providing an Indigenous perspective for program design and delivery.

This position reports to the Outreach Programs Officer for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Contribute to the development and organisation of equity programs such as awareness-raising activities for current students, education campaigns, seminars and promotion events.
- Contribute to outreach initiatives which aim to build aspiration and awareness about the university experience amongst low-income and Indigenous prospective students, both school-age and adult.
- Communicate and liaise with a range of both internal and external stakeholders.
- Promote, coordinate and facilitate designated events and awareness-raising activities.
- Develop and maintain procedures associated with delivery of programs consistent with QUT policies and procedures. This includes proactively

identifying issues and opportunities for continuous improvement in program delivery.

- Identify staffing needs and administer the rostering and coordinating of Casual Ambassadors during nominated events.
- Oversee the administration of event evaluations including data entry, data input and SAMS reporting.
- Assist in the organisation of the Pasifika Student Ambassador visits to schools.
- 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 a fixed-term, full-time basis for twelve (12) months.

Location

This position will be based at QUT Kelvin Grove campus though may be required to work across both Kelvin Grove and Gardens Point campuses and complete school visits.

Selection Criteria

1. Education, training and/or relevant experience equivalent to a degree in a relevant area and subsequent relevant experience.
2. Ability to apply knowledge of equity and diversity principles which will enable the appointee to implement equal employment opportunity, equity and diversity principles at both strategic and operational levels.
3. Effective written, verbal and digital communication skills with proven ability to liaise effectively with a diverse range of clients and other stakeholders to achieve successful outcomes.
4. Demonstrated ability to coordinate teams, show initiative and work collaboratively as a member of a high performing team.
5. Proven ability to identify, interpret, apply and analyse policies and procedures to evaluate and develop continuous

improvement in program delivery.

6. Current, or ability to obtain a, 'c' class drivers license to allow the appointee to travel to off-campus locations

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, 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

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).

Applicants who reach the final stage of the selection process will 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 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 Brenda Kelly, Outreach Programs Officer, on (07) 3138 8766; 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 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 **22156**.

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

Applications close 13 March 2022