



# Student Accommodation Program Coordinator

OODGEROO 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](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 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 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 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.

There are facilities at our Gardens Point and

Kelvin Grove. There are computer labs, places to study, engage with tutors both individually and in groups and places to connect, meet other students, eat, and refresh. All Oodgeroo Unit staff are required to work across both campuses.

In support of the University's commitment to student success, the Oodgeroo Unit will implement the Accommodation Program pilot designed to assist the transition to University first-year Indigenous Australian students by delivering focused support and subsidising accommodation when relocating Brisbane to study at QUT.

## About the Position

QUT has leased accommodation within Student *One Accommodation services* in Brisbane city. The Oodgeroo Unit administers the Aboriginal and Torres Strait Islander accommodation program that delivers subsidised accommodation and culturally responsive services, mainly focused on students relocating to Brisbane to study with QUT.

The Student Accommodation Program Coordinator coordinates accommodation and pastoral support for eligible regional and remote Aboriginal Australian and Torres Strait Islander students. This includes liaising with the accommodation providers, advocacy for students and providing referrals to other internal/external services as appropriate.

The position will develop strong relationships with the Faculties, QUT agents, partner organisations and other internal/external key stakeholders, including Aboriginal and Torres Strait Islander Community Organisations, Elders and community members and schools.

In addition, the position will play a vital role in promoting the accommodation service and the Oodgeroo Unit more generally.

This position reports to the Manager of the Oodgeroo Unit for supervision, workload management, and performance planning and Review (PPR).

### Key responsibilities include:

- Provide support and assistance to new and existing regional and remote students on their accommodation and studies.
- Work closely with internal/external service providers to provide pastoral care to

support students and enhance student retention and learning outcomes.

- Work closely with the Leadership Team on the project's budget, business processes and report to key stakeholders on project progress.
- Contribute to ongoing development and improvement of best practice models associated with service and student risk management.
- Develop effective relationships and partnerships with the accommodation provider to effectively deliver the program.
- Provide reporting and advice to the Director, Oodgeroo Unit and other stakeholders on matters relevant to the accommodation service.
- Coordinate promotional activities to promote the accommodation service and the Oodgeroo Unit more generally.
- Liaise effectively with internal and external stakeholders, including elders and members of Aboriginal and Torres Strait Island communities.
- Work within a project management framework to implement, monitor and review service delivery.
- Work within the Oodgeroo Unit leadership team to drive performance and the Units priorities.
- Be a leading example of the principles and values of QUT's Blueprint 6, model behaviours and communicate to reflect the values ambitions, curiosity, innovation, integrity and inclusiveness.
- 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 three (3) years.

### **Location**

Kelvin Grove and Gardens Point campuses.

## **Selection Criteria**

1. Education, training and/or experience equivalent to completion of a degree in a relevant area combined with at least four (4) years subsequent experience.
2. Demonstrated ability to deliver student-focused services and high-quality, culturally responsive student accommodation services.
3. Strong communication skills and the ability to engage authentically with a diverse range of stakeholders, particularly Aboriginal and or Torres Strait Islander students.
4. Ability to work collaboratively with key partners and codesign effective strategies to ensure success within service delivery and the accommodation pilot.
5. Demonstrated connection and knowledge of Aboriginal and Torres Strait Islander cultures and identities and an understanding and appreciation of the diversity, values and protocols required to work effectively and respectfully with communities.
6. Proven ability to think innovatively, show initiative, plan and prioritise workloads and lead service provision while initiating and evaluating program success.
7. Ability to coordinate and lead the ongoing development of promotional activities.

### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 7 (HEW7), which has an annual remuneration range of \$106,988 to \$117,034 p.a., which is inclusive of an annual salary range of \$90,406 to \$98,895 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.

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

**Applications close 13 March 2022**

### 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).

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 7363; or for additional information about working at QUT, please contact, Indigenous Employment Coordinator on (07) 3138 4059.

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](http://www.qut.edu.au/careers) for reference number **22210**.