



Teaching and Research Operations Coordinator

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.

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 Division

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 Department/School

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 Teaching and Research Operations Coordinator position is located in the Carumba Institute and will facilitate excellence in teaching and research through coordinating the implementation of the Institute's innovative new teaching and research agenda.

The successful applicant will work collaboratively across the key teaching and research areas of the Carumba Institute. This position will play a key role in establishing partnerships and networks across the university including the Equity Services Department, the Oodgeroo Unit and the Office of the Deputy Vice-Chancellor (Research and Innovation). The applicant will be expected to undertake the Carumba/QUT Academy of Learning and Teaching (QALT) Indigenous Perspectives in Learning and Teaching module and apply for the Associate Fellowship of Higher Education Academy Indigenous (AFHEA) award.

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

Key responsibilities include:

- Contribute to the administrative coordination of the Carumba Institute's Teaching and Research capacity building programs and explore opportunities and make recommendations for improvement.
- Work with Carumba Institute staff and coordinate the training and development of professional development packages in Indigenous education.
- In collaboration with the Executive Director, identify the existing programs for Indigenous communities of teaching practice with the aim to improve this across the university in partnership with QALT.
- Collaborate with the Carumba Institute academic team to undertake analysis and reporting of internal and external data, including competitor analysis to inform Indigenous rights based curriculum reform.
- Provide guidance to, and work collaboratively with, faculty HDR Liaison Officers to deliver administrative, study, and cultural support to Indigenous HDR students.
- Oversee the recruitment, retention and completion of Indigenous HDR and

- Honours students including maintaining data regarding progression and the provision of student support 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, full-time basis.

Location

Kelvin Grove and Gardens point campus.

Selection Criteria

1. Education, training and/or experience equivalent to the completion of a degree, or completion of an associate diploma with at least four years' subsequent relevant work experience including a demonstrated understanding of Indigenous education in learning and teaching in higher education.
2. Understanding of, or ability to rapidly develop an understanding of, university and Institute priorities and processes for teaching and learning and factors affecting the student learning experience.
3. Well-developed written and verbal communication skills across a range of media, to effectively communicate Institute learning and teaching strategy and operations to a variety of audiences.
4. Demonstrated ability to develop effective partnerships with academic and professional staff at all levels including evidence of influencing, negotiation, consultation, collaboration and facilitation.
5. Have an understanding of the Indigenous HDR student space. With a demonstrated ability to provide support to Indigenous HDR students and/or develop appropriate support and capacity building programs.
6. Well-developed digital literacy skills with the ability to use Microsoft Office and large corporate systems to provide reports and analyse data with a high attention to details

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 pa. Which is inclusive of an annual salary range of \$90,406 to \$98,895 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).

For further information about the position, please contact Peter Anderson, Executive Director, Carumba Institute, on (07) 3138 3643; 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 **22620**.

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

Applications close 4 July 2022