APPOINTMENT OF
PRO-VICE-CHANCELLOR
(INDIGENOUS ENGAGEMENT)

INFORMATION FOR CANDIDATES
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Queensland</td>
<td>01</td>
</tr>
<tr>
<td>Office of the Pro-Vice-Chancellor (Indigenous Engagement)</td>
<td>02</td>
</tr>
<tr>
<td>Role of the Pro-Vice-Chancellor (Indigenous Engagement)</td>
<td>03</td>
</tr>
<tr>
<td>Selection Criteria</td>
<td>06</td>
</tr>
<tr>
<td>Selection Committee</td>
<td>06</td>
</tr>
<tr>
<td>Conditions of Employment</td>
<td>07</td>
</tr>
<tr>
<td>How to Apply</td>
<td>08</td>
</tr>
<tr>
<td>Further Information and Website Addresses</td>
<td>08</td>
</tr>
</tbody>
</table>
The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent rankings, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other university in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 14,000 postgraduate scholars and more than 13,000 international students from 141 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $13 billion+ (see http://uniqest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus moving forward.
OFFICE OF THE PRO-VICE-CHANCELLOR (INDIGENOUS ENGAGEMENT)

Office of the Pro-Vice-Chancellor (Indigenous Engagement)

The Office supports the Pro-Vice-Chancellor (Indigenous Engagement) in fulfilling the duties and responsibilities described herein.

Aboriginal and Torres Strait Islander Studies Unit (ATSISU)

The Aboriginal and Torres Strait Islander Studies Unit (ATSISU), which reports to the Pro-Vice-Chancellor (Indigenous Engagement), is primarily responsible for:

• facilitating the improved access, participation and retention of Aboriginal and Torres Strait Islander students at UQ;
• supporting student learning through the adoption of a case management approach to student retention, progression and graduation;
• coordinating the teaching of the Aboriginal and Torres Strait Islander major within the Bachelor of Arts as well as facilitating service teaching, course development, lecturing and providing other advice/support necessary to embed Indigenous perspectives into curriculum across UQ; and
• undertaking research on Indigenous issues, including the submission of research grants, conducting research projects, project management and reporting.

The Office of the Pro-Vice-Chancellor (Indigenous Engagement) and the Aboriginal and Torres Strait Islander Studies Unit (ATSISU) are part of the External Engagement portfolio. Recently, the University’s International Portfolio was integrated into the External Engagement Portfolio and the opportunity taken to realign activities. An outcome of this was the creation of a Future Students and Enterprise Division. Other areas within the External Engagement Portfolio are the Office of Marketing and Communications; the UQ Art Museum, UQ Press and UQ Advancement.

UQ currently has 435 Indigenous Australian students and 149 staff (62 of whom are on fixed and continuing appointments and 87 of whom are on casual appointments).
ROLE OF THE PRO-VICE-CHANCELLOR (INDIGENOUS ENGAGEMENT)

The Pro-Vice-Chancellor (Indigenous Engagement) is responsible for providing leadership for the Pro-Vice-Chancellor (Indigenous Engagement) Division, advising upon and taking an active leadership role in developing broad strategic direction, and leading the implementation and monitoring of the whole-of-University approach to Indigenous Learning, Discovery and Engagement. Additionally, the ATSISU, through its Director, reports to the Pro-Vice-Chancellor (Indigenous Engagement).

This is an identified position as it is an occupational requirement that the occupant must be of Aboriginal and/or Torres Strait Islander descent in accordance with Section 25 of the Queensland Anti-Discrimination Act 1991. As this role is an identified position, the occupant must be able to provide documentary evidence of Aboriginal and/or Torres Strait Islander descent as part of the application process.

PRINCIPAL ACCOUNTABILITIES

Key accountabilities and responsibilities include, but are not limited to:

Strategy and Governance

- Advise upon and actively contribute to implementation of an appropriate governance structure to oversee Aboriginal and Torres Strait Islander matters at UQ.
- Advise upon and actively contribute to the development, implementation, monitoring, reporting and review of Indigenous Australian initiatives in the UQ Strategic Plan and the subsequent implementation of the UQ Operational Plan.
- Take a leadership role in the development of policies in relation to Indigenous Australian education, research, engagement and employment.
- Actively contribute as a member of the University Executive through membership of or as an observer at committees and working groups such as the University Senior Management Group, the Academic Board, the Committee for Academic Programs Policy, UQ SAGE Pilot of Athena SWAN Self-Assessment Team and the Aboriginal and Torres Strait Islander Employment Steering Committee Working Party.

Management and Leadership

- Lead and manage staff within the Office of the Pro-Vice-Chancellor (Indigenous Engagement) and ATSISU.
- Work with the Director of the UQ Poche Centre for Indigenous Health to ensure alignment of activities with ATSISU*.
- Establish strong working relationships with internal stakeholders, including members of the Vice-Chancellor’s Committee, Executive Deans and Institute Directors to develop a collaborative approach to Indigenous Learning, Discovery and Engagement.
- Liaise and collaborate with Heads of student colleges and UQ College.
- Ensure the efficient and effective operations of the Division by managing the financial and human resources of the Division and by developing and managing staff performance.
- Ensure the most effective business processes are applied to the activities of the Division and administration activities across the University to enhance relationships with internal and external stakeholders.
Student Access and Learning
- Advise upon and actively contribute to the development of UQ’s Aboriginal and Torres Strait Islander student outreach and recruitment strategy.
- Advise the Academic Registrar, the President of the Academic Board and relevant University committees on the University’s approach to alternative entry programs for Aboriginal and Torres Strait Islander students and, in accordance with the University’s processes, contribute to the evaluation of alternative entry applications.
- In collaboration with the Director, ATSISU, ensure the ATSISU provides strategic and content advice to relevant committees such as The Committee for Academic Programs Policy, Faculty Board of Studies, Faculty Review Committees, to Program owners and to relevant academics on Indigenous studies across the University.
- Contribute to the revision of course curricula to ensure the transfer of Indigenous knowledge and experiences.

Research
- As a key contributor, provide advice to the Deputy Vice-Chancellor (Research) on building UQ’s Indigenous research capacity and advise on:
  - pathways for Aboriginal and Torres Strait Islander students into Higher Degree Research (HDR) programs;
  - improving Indigenous research outcomes; and
  - Indigenous Australian research protocols.
- Participate as required in the University’s research governance structures.
- Through the Deputy Vice-Chancellor (Research), develop underlying principles of research engagement with Aboriginal and Torres Strait Islander communities.
- Establish a UQ Indigenous Research Network.

Engagement
- Establish and maintain strong, mutually beneficial working relationships and lead strategic initiatives with external stakeholders including Aboriginal and Torres Strait Islander communities and organisations, government, industry, donors and the wider education sector in advancing the University’s vision.
- Provide leadership to and oversee the development of the University’s Reconciliation Action Plan, including the subsequent implementation of cultural competency for University staff and students.
- Represent the University externally through participation on relevant Boards, working groups and at external engagement events relevant to Indigenous Learning, Discovery and Engagement.
- Work with Advancement, Faculties and Institutes to build philanthropic opportunities targeted at supporting UQ’s Aboriginal and Torres Strait Islander initiatives.
- Contribute to the University’s international engagement and partnerships as appropriate.
- Actively contribute to the University’s equity, diversity and inclusion objectives.
- Advise upon and actively contribute to the creation of a network for Indigenous Australian Alumni.
OTHER

Ensure you are aware of, and comply with, legislation and University policy relevant to the duties undertaken, including:

- The University’s Code of Conduct
  http://ppl.app.uq.edu.au/content/1.50.01-code-conduct

- Requirements of the Queensland Occupational Health and Safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

- The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University sustainability responsibilities and procedures
  http://www.uq.edu.au/sustainability/responsibilities

- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University
  http://ppl.app.uq.edu.au/content/3.30.13-emos-compliance-commitment

REPORTING RELATIONSHIPS

The Pro-Vice-Chancellor (Indigenous Engagement) reports to the Deputy Vice-Chancellor (External Engagement).
SELECTION CRITERIA

Essential

• PhD in a relevant discipline and recognition as an authority in that field of expertise or Tertiary qualifications with a minimum of ten years’ experience in a relevant field (Postgraduate qualifications (Masters or PhD) are desirable).

• Demonstrated strategic leadership with a proven record of effective strategic vision, direction and achievement of results in relation to Indigenous Australian education within a large and complex organisation.

• Demonstrated entrepreneurial thinking and leadership in relation to Aboriginal and Torres Strait Islander matters supported by a strong knowledge and planning of organisation-wide campaigns, particularly those that involve a wide variety of both internal and external stakeholders.

• Demonstrated knowledge of the legislative and regulatory frameworks which relate to Aboriginal and Torres Strait Islander education in Australia and in both the local and global contexts.

• Extensive experience in implementing quality assurance principles underpinning comprehensive Aboriginal and Torres Strait Islander initiatives.

• Demonstrated capacity to contribute to significant policy development and change, particularly in relation to Aboriginal and Torres Strait Islander matters, including experience in leading and implementing change at the university/ institutional level.

• Demonstrated high level interpersonal and communication skills, including in cross-cultural contexts, with the ability to engage, communicate, consult, inspire, influence and work collaboratively with key stakeholders, within and external to the University commensurate with the Vision, Mission and Values of the University.

• Demonstrated management and administration skills in relation to the efficient and effective management of people and financial resources, including the ability to build, lead, motivate and manage high performing teams.

• A commitment to advocacy of the vision of the University and its objectives in relation to the Aboriginal and Torres Strait Islander communities.

• Exemplifies credibility and accountability with the outstanding personal qualities of openness, respectfulness and integrity and a commitment to equity, diversity and collegiality.

Desirable

• Knowledge of issues facing the higher education sector.

SELECTION COMMITTEE

The selection committee for this appointment will be chaired by Professor Iain Watson, Deputy Vice-Chancellor (External Engagement).


**CONDITIONS OF EMPLOYMENT**

**Tenure**

The initial appointment will be for a term of five years. A further appointment may be offered following a review at least one year before the end of the initial term.

**Salary and benefits**

An attractive remuneration package will be negotiated with the successful candidate. Remuneration will be subject to periodic review. The Pro-Vice-Chancellor (Indigenous Engagement) is entitled to 4 weeks annual leave, 10 days personal leave and an additional 5 days carer’s leave. Other terms and conditions of employment will be negotiated with the Deputy Vice-Chancellor (External Engagement).

**Relocation**

The University will meet all reasonable removal and establishment expenses. In the case of an interstate or international appointee, an accommodation allowance may be available for a limited period. Details will be negotiated as part of the contract of employment.
HOW TO APPLY

Applications should include a full curriculum vitae and a statement briefly addressing the selection criteria. Applicants should provide the names and contact details of at least three potential referees. These referees need not be approached in advance, as they will not be contacted without the prior consent of the applicant.

If you have any questions about the position or the application process, please contact Kelly Tomlinson by phone (07) 3443 1889 or email k.tomlinson1@uq.edu.au.

The University reserves the right to fill the position by invitation at any time.

FURTHER INFORMATION AND WEBSITE ADDRESSES

General information on the University is available through the University’s website. http://www.uq.edu.au/

Other documents which you may wish to refer to include:

• Annual Report: http://www.uq.edu.au/about/annual-reports
• Governance: http://www.uq.edu.au/about/governance
• Organisation chart: http://www.uq.edu.au/about/docs/ org-chart.pdf
• Research at UQ: http://www.uq.edu.au/research/
• UQ Global Strategy: https://global-strategy.uq.edu.au/