POSITION DESCRIPTION

Position Title: InspireU Officer
Organisation Unit: Aboriginal & Torres Strait Islander Studies Unit
Position Number: 3040424
Type of Employment: Full time, Fixed Term
Classification: Hew 6

THE UNIVERSITY OF QUEENSLAND

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 ranking, including the Performance Ranking of Scientific Papers for World Universities (43), 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 – the UQ Advantage – 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 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 13,000 postgraduate scholars and more than 12,000 international students from 144 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

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Organisational Environment**

The Aboriginal and Torres Strait Islander Studies (ATSIS) Unit was established at The University of Queensland in 1984, recognising the importance of support for Aboriginal and Torres Strait Islander students and engagement with the Indigenous community. The activities of the ATSIS Unit are guided by the objectives of The University of Queensland Strategic Plan. The ATSIS Unit strongly supports the celebration of Aboriginal and Torres Strait Islander cultures and recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ’s Learning, Discovery and Engagement activities.

The ATSIS Unit has offices on the St Lucia and Gatton campuses and remote assistance is provided to students at other UQ campuses or locations.

All employees within the Aboriginal and Torres Strait Islander Studies Unit require a demonstrated understanding and acceptance of the Aboriginal and Torres Strait Islander identities and cultures.

The ATSIS Unit reports to the Office of the Pro-Vice-Chancellor (Indigenous Education), which is responsible for:

- leading the strategic development, implementation and monitoring of the whole-of-University approach to Indigenous Learning, Discovery and Engagement;
- strengthening leadership within the University in relation to Indigenous Education; and
- building links within the community.

**Information for Prospective Staff**

- Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

**DUTY STATEMENT**

**Primary Purpose of Position**

InspireU UQ is a tertiary aspiration building program for Indigenous youth, administered by the Aboriginal and Torres Strait Islander Studies (ATSIS) Unit. The program provides an example of how the University, industry and community can work collaboratively to improve educational outcomes and build aspiration for Aboriginal and Torres Strait Islander peoples.

The InspireU Officer will work closely with the InspireU Program Coordinator and other staff within the Unit and University, to ensure effective delivery of the InspireU program.

**Duties**

Duties and responsibilities include, but are not limited to:

- Provide a high level of operational support to the InspireU Program. This involves and is not limited to:
Plan programs and activities, events and communication focused on raising awareness of the value of undertaking higher education.

Actively participate in the delivery and evaluation of the InspireU program and activities;

Assist in the design of resources and materials to maintain liaisons and partnerships in South East Queensland with Schools, TAFE and VET sector organisations e.g., Institute for Urban Indigenous Health (IUIH) and Queensland Aboriginal and Torres Strait Islander Foundation (QATSIF), Industry; and Communities.

Coordinate (communication, logistics and events) activities relating to the InspireU program;

- Prepare and contribute to reports relating to InspireU activities in consultation with the Data Management Officer and external groups participating in the program.
- Regularly attend University events promoting the services and opportunities available to prospective Aboriginal and Torres Strait Islander students.
- Undertake other such duties as required under the direction of the InspireU Program Coordinator.

Note:
The preferred candidate must:
- Be a holder of a Blue Card or have the ability to attain one.
- Possession of an open drivers licence with a good driving record.
- The ordinary hours of work for this role will be between 8am-6pm Monday to Friday, however, from time to time after hours and weekend work may be required and there is an expectation to stay overnight on camps (approximately 8/year), up to a week in duration.

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
- 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 sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- 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

Organisational Relationships
The position reports to the InspireU Program Coordinator, ATSIS Unit.
SELECTION CRITERIA

This is an identified position and the occupant must be of Aboriginal and/or Torres Strait Islander descent as an equal opportunity measure in accordance with Section 105 of the Queensland Anti-Discrimination Act 1991.

Essential

- A degree with subsequent relevant experience; or extensive experience and specialist expertise in a related administrative field; or an equivalent combination of relevant experience and/or education/training.

- High level communication and interpersonal skills, including the ability to build and maintain positive relationships with a wide variety of people, including secondary school students, their parents/guardians, university staff and students, and Aboriginal and Torres Strait Islander communities.

- Experience working with Aboriginal and Torres Strait Islander secondary school students, or students from diverse backgrounds including low socio-economic, first in family, or students from rural and remote backgrounds, along with an understanding of the barriers, challenges and constraints that inhibit aspiration to tertiary level study for Aboriginal and Torres Strait Islander peoples.

- Proven successful experience in the planning, designing and delivering quality engagement programs.

- High level of planning and organisational skills, with the ability to manage a number of events/projects at one time, achieve required outcomes and meet deadlines in a high pressure environment.

- Demonstrated ability to exercise initiative, to work independently, and to interact proactively, productively and constructively in a team environment.

The University of Queensland values diversity and inclusion.