POSITION DESCRIPTION

Position Title: InspireU Program Coordinator
Organisation Unit: Aboriginal & Torres Strait Islander Studies Unit
Position Number: NEW
Type of Employment: Full-time, Fixed term
Classification: HEW Level 7

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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.

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 Engagement), 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

The InspireU Program Coordinator works collaboratively with the Manager, Outreach & Engagement in the development of strategies focussed towards delivering the Aboriginal and Torres Strait Islander InspireU Program. The InspireU Program Coordinator will provide immediate supervision for the InspireU Staff and will deliver activities in co-ordination with the Director, ATSIS Unit; relevant Faculties and Schools; and other program partners.

Duties

Duties and responsibilities include, but are not limited to:

- Lead in the development and implementation of a comprehensive InspireU plan designed to engage Aboriginal and Torres Strait Islander students and Communities.
- Supervise the InspireU staff in the implementation and coordination of the InspireU program at UQ. Manage their workloads, professional development and performance.
- Develop and implement strategies to raise awareness of post-secondary school study and career opportunities; promote the value of undertaking higher education;
• Develop networks and collaborate with University committees and working groups, and meet with industry, government and philanthropic partners to assist in the development and implementation of the InspireU program including but not limited to:
  o SEQ Schools, TAFE and VET sector organisations,
  o Sporting organisations,
  o Other organisations (e.g. Institute for Urban Indigenous Health (IUIH) and Queensland Aboriginal and Torres Strait Islander Foundation (QATSIF),
  o Industry and
  o Communities.
• Coordinate the promotion of the ATSIS Unit’s InspireU Program and support the Unit’s involvement in a range of UQ events promoting the services and opportunities available to prospective Aboriginal and Torres Strait Islander students.
• Contribute to the overall direction of the Aboriginal and Torres Strait Islander Studies Unit as a senior team member.
• Undertake other such duties as required under the direction of Manager, Outreach & Engagement and in consultation with the Director, ATSIS Unit.

Note:
The preferred candidate must:
• Provide Confirmation documentation.
• Be a holder of a Blue Card or have the ability to attain one.
• Possession of an open drivers licence with an excellent 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, weekend work and travel around SEQ may be required.

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 Manager, Outreach & Engagement.
SELECTION CRITERIA

This is an identified position and the occupant must be of Aboriginal and/or Torres Strait Islander descent under sections 25 and 105 of the Queensland Anti-Discrimination Act 1991.

Essential

- Completion of an undergraduate degree with at least 4 years relevant experience, or extensive experience and specialist expertise in a complex program/project development and delivery field, or an equivalent combination of closely related experience and/or education/training.

- Demonstrated understanding and acceptance of the diversity of the Aboriginal and Torres Strait Islander identities and cultures and an understanding of the barriers, challenges and constraints that inhibit aspiration to tertiary level study for Aboriginal and Torres Strait Islander peoples.

- Strong ability to communicate sensitively and effectively to establish networks and maintain positive relationships with a range of key stakeholders including, the Department of Education and Aboriginal and/or Torres Strait Islander communities.

- Experience in the successful development, management and delivery of key projects and initiatives.

- Self-motivated with excellent time management skills and the ability to prioritise workload to meet deadlines.

- Demonstrated ability to work collaboratively with a team and supervise staff, including setting work priorities and delegating tasks.

- Current open driver’s license and the ability to undertake overnight travel in South East Queensland and potentially regional areas.

The University of Queensland is committed to equity, diversity and inclusion.