The University of Queensland
Aboriginal and Torres Strait Islander Trainee Program
Join our mob and work while you learn!

UQ is currently seeking applications from Aboriginal and Torres Strait Islander peoples for the UQ Aboriginal and Torres Strait Islander Trainee program (Trainee program). The Trainee program is a 12 month program that provides trainees with the opportunity to complete a Diploma of Business while working at UQ. The Diploma qualifies you for entry into many of UQ's degree-level programs, and the traineeship experience can result in enduring employment at the University of Queensland (UQ). Trainees can also apply for UQ roles that are only offered to internal candidates, for the duration of their traineeship.

What is the trainee program?

The trainee position is a development role that is designed to provide an opportunity to put into practice many of the competencies that are attained in the completion of a Diploma of Business. The trainees will be supported in the workplace by a supervisor, work area support and UQ's Aboriginal and Torres Strait Islander Staff Network. The Australian Indigenous Employment Coordinator will also provide mentoring support.

Successful applicants will be employed on a 12 month fixed-term contract at a HEW1 level salary of $49,267.

Our trainee program offers:
- a nationally accredited, Diploma level qualification;
- competitive salary;
- fantastic professional development opportunities;
- a pathway into degree level study;
- the possibility of enduring employment in a culturally inclusive workplace;
- supportive and flexible working arrangements; and
- internal cultural support.
About the role

Primary purpose of position

This trainee position is a development role that is designed to provide an opportunity to put into practice many of the competencies that are attained in the completion of a Diploma of Business.

Successful applicants will be employed in one of a number of possible locations across the University. The range of experiences will be designed to develop the skill-sets required to achieve the Diploma of Business.

The trainee will be employed in a structured on-the-job training role, with duties that may include reception, collection and distribution of mail correspondence, maintenance of stationery supplies, assisting with communication activities, responding to staff enquiries, information gathering and reporting, document and report generation using Microsoft packages and internal UQ systems, filing, copying and scanning.

It is a requirement of this position that the incumbent enrol and participate in the Diploma of Business course. This appointment is contingent upon continual participation in the Diploma and any other mandated development workshops in the University's Aboriginal and Torres Strait Islander Trainee Program.

Support

- Support efforts are led by Professor Bronwyn Fredericks, Pro-Vice-Chancellor (Indigenous Engagement), who is responsible for leading and strengthening Indigenous strategies and building links with the community.
- Workplace Diversity and Inclusion, including the Australian Indigenous Employment Coordinator works to create a safe, welcoming and inclusive space for all staff at UQ.
- The UQ Aboriginal and Torres Strait Islander Staff Network meets multiple times a year. The network provides an opportunity for a culturally friendly catch up where you can have a yarn and discuss matters that are important to the Aboriginal and/or Torres Strait Islander communities.
- The Aboriginal and Torres Strait Islander Studies (ATSIS) Unit supports students from pre-enrolment through to graduation and facilitates the celebration of Aboriginal and Torres Strait Islander cultures. Cultural celebration recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ's learning, discovery and engagement activities.
- The Goorie Berrimpa Student Collective is the Indigenous student collective for Aboriginal and Torres Strait Islander students at UQ. The name translates into ‘meeting place’.
- The Poche Centre for Indigenous Health provides national leadership in urban Indigenous health research and workforce development.

Who are we looking for?

We are seeking motivated Aboriginal and Torres Strait Islander peoples who are looking for an opportunity to achieve a Diploma-level qualification while also gaining experience working in a vibrant university environment. Ideally you should be looking to expand your existing knowledge and skills in an administrative role and acquiring new skills in the areas of customer/client services, organisation/scheduling, time management, general administrative duties, computing skills and working within a team.
Working at UQ

The University of Queensland (UQ) employs more than 6,600 academic and professional staff. UQ is a great place to work and is a culturally inclusive space for staff and students, where diversity is valued. The University of Queensland (UQ) acknowledges and respects Aboriginal and Torres Strait Islander peoples as First Australians. We value and celebrate the uniqueness of knowledges, cultures, histories and languages that have been created and shared for at least 65,000 years. Our vision is to build a strong sense of belonging in an inclusive UQ that works respectfully with Aboriginal and Torres Strait Islander students, staff and communities in teaching, learning, research and collaboration – embracing and enhancing the best of our nation’s and the world’s diversity.

UQ is committed to Aboriginal and Torres Strait Islander peoples’ learning, discovery and engagement. The University’s Strategic Plan outlines strategies aimed at increasing opportunities for Aboriginal and Torres Strait Islander peoples, which are supported through the development of a Reconciliation Action Plan and Aboriginal and Torres Strait Islander Employment Strategy. The UQ Strategic Plan commits to:

- strive for the personal and professional success of our Aboriginal and Torres Strait Islander students, staff and alumni;
- positively influence society through knowledge;
- support and develop inspirational leadership; and
- advance ideas that benefit the wider community.

UQ provides staff with a beautiful working location and welcoming campus culture. Working at UQ will provide you with a range of benefits including:

- flexible working culture, with access to a range of flexible working arrangements;
- cultural leave for Aboriginal and Torres Strait Islander staff;
- access to services on campus, including childcare centres;
- health and wellbeing initiatives; and
- opportunities to connect with networks, such as the UQ Ally Network.

More information about working at UQ can be found at
www.uq.edu.au/current-staff/working-at-uq

Smoking is prohibited in all University buildings.
Likely responsibilities
Duties and responsibilities may include, but are not limited to:

- Providing administrative support to business areas, including:
  - Working with data and systems, including Microsoft packages and internal UQ systems/databases.
  - Organising/scheduling meetings and other appointments.
  - Basic word processing and formatting of correspondence.
  - Reception duties and responding to staff and student enquiries.
  - Basic administrative and housekeeping tasks (for example, restocking printers, coordinating catering for events).
- Other tasks as directed by supervisor.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at www.uq.edu.au/ohs/index.html?page=133956)
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

Reporting relationships
The position will be assigned a supervisor for the duration of any given work placement.
Selection criteria

- An ability to demonstrate a positive attitude and willingness to learn while working towards goals.
- Demonstrated ability to produce basic written and oral communication.
- Basic skills in the use of computer software packages for word processing, email, spreadsheets, or the demonstrated ability to rapidly acquire such skills.
- Ability to demonstrate some organisational skills, including attention to detail and the ability to prioritise and manage workload.
- The ability to work cooperatively with others as part of a team.
- Demonstrated ability to maintain confidentiality.

Desirable

- Completion of Year 10 or equivalent secondary qualification; and
- Some experience in a business or office environment would be well regarded but is not essential.

How to apply?

You can apply on the UQ Jobs website by uploading your CV and cover letter that addresses the Selection Criteria.

Applications close on 11 January 2019. The role will commence in March 2019.

If you, or someone you may know, are interested in our Aboriginal and Torres Strait Islander trainee program please contact us on indigenous_employment@uq.edu.au or apply on the UQ Jobs Website by uploading your CV, cover letter and response to the Selection Criteria. If you have further questions please don’t hesitate to contact the Indigenous Employment Coordinator on 07 3365 2913.

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

UQ values diversity and inclusion and actively encourages applications from those who bring diversity to the University.