Vice Chancellor’s
Aboriginal and Torres Strait Islander Graduate Program
The University of Queensland’s, Vice-Chancellor’s Aboriginal and Torres Strait Islander Graduate Program

About the Graduate Program

The Vice-Chancellor’s Aboriginal and Torres Strait Islander Graduate Program (Graduate program) is a twelve (12) month program, which has been designed to develop the graduate’s practical skills, by building on theoretical knowledge learned through a bachelor’s degree. Successful candidates will be offered the opportunity to leverage into a career of their choosing, through an individualised program structure specifically designed to develop the necessary skills to succeed in their chosen career.

The Graduate program will offer successful candidates:

• an individualised training and development plan tailored to their career aspirations;
• a highly competitive salary;
• access to mentoring, coaching and staff networks;
• structured leadership, professional development and training opportunities;
• supportive and flexible working arrangements;
• a culturally diverse, safe and inclusive community; and
• employment experience at a world class research and learning University, that strives to positively influence society through knowledge, creation and sharing.

Successful candidates will be employed on a 12-month fixed-term contract, in a work area that will support the Graduate in developing the practical skills necessary to reach their career aspirations.

The remuneration package will be in the range of $67,608 to $75,506 p.a., plus a 9.5% superannuation contribution (total package will be in the range $74,031 to $82,679 p.a.).

For more information on the Vice-Chancellor’s Aboriginal and Torres Strait Islander Graduate Program, please feel free to contact the Workplace Diversity and Inclusion Consultant, Taylor Bamin on (07) 3346 7960 or at indigenous_employment@uq.edu.au.
How to choose your career

The University of Queensland (UQ) has career opportunities across almost every field, from art curation, to marketing and communication, to marine biology, to accounting, to rocket science – the career opportunities at UQ are endless!

You will be asked to address career aspirations in the cover letter as part of the application process. The career aspirations do not need to be in the same field as your completed bachelor’s degree, as UQ will offer a range of training and development opportunities to build the relevant career skills.

If selected for the program, we will work with you and relevant work area at the University to design a tailored program structure, which allows you to build the foundation to succeed in your desired career.

Not sure what career you would like?

UQ also has a range of generalist career opportunities; from student administration, to executive support, to research support, to project officers; we will be able to match your knowledge and skills, to a work area which will be able to support your development across a broad range of career aspirations.

Please contact our Workplace Diversity and Inclusion Consultant to find out more about the different careers available at UQ.

Who are we looking for?

We are looking for exceptional Aboriginal and Torres Strait Islander university graduates, who want to help shape the future by positively influencing society through the creation, preservation, transfer and application of knowledge.

Candidates should want to build on their knowledge and experience to ‘own the unknown’, to create and develop their professional career at UQ.
Primary Purpose of Position

The primary purpose of the position is to participate in the Graduate program and successfully contribute to an organisational unit’s mode of operations. The role will provide the graduates with an opportunity to develop communication, technical, self-management and leadership skills to succeed in their chosen career.

Duties and responsibilities will be subject to the hosting organisational unit, but may include:
- Providing information and advice on a range of matters to the UQ community and external stakeholders.
- Processing routine requests, documentation and outward-bound communications.
- Assisting with the development and implementation of organisational strategy, action plans, procedures and/or other documentation.
- Liaising with staff and/or students in Schools, Faculties and other organisational units, and external stakeholders, on specific matters.
- Assisting with reviewing and managing the accuracy of information in relevant University databases, websites and publications.
- Providing secretariat support to committees and working groups as required.
- Assisting with planning and participation in events such as Open Days and Orientation as required.
- Assisting with internal, government and regulatory reporting, quality assurance and risk management processes as required.
- Actively participating in development opportunities provided by the University.
- Undertaking activities as outlined in the Graduate program’s rules and guidelines.

Other responsibilities will include:
Ensuring 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;
- 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 and;
- 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.
Selection Criteria

Essential

- Completion of a bachelor’s degree with in the last 3 years’ (degree must be awarded prior to commencing the Graduate Program).
- Strong organisational skills, and demonstrated ability to prioritise own workload, meet deadlines and work with a high level of accuracy and attention to detail.
- High-level written and oral communication skills and effective interpersonal skills, particularly with people from diverse cultural backgrounds.
- Confidence to exercise initiative and judgement, and flexibility to thrive in a dynamic organisational environment.
- High level of computer proficiency with software packages such as Microsoft Office (particularly Microsoft Excel and Word).
- Demonstrated commitment to cultural diversity and inclusion, ethical practice principles and workplace health and safety.

Desirable

- An existing connection to The University of Queensland.
- Awarded a grade point average (GPA) of at least 5 in the completed bachelor’s degree.

This is an identified position and the occupant must be of Aboriginal and/or Torres Strait Islander descent under section 25 and 105 of the Queensland Anti-Discrimination Act 1991. As such, successful candidates must provide their confirmation of Aboriginal and/or Torres Strait Islander heritage and evidence of their completed bachelor’s degree when accepting their place in the Graduate program.

Organisational Relationships

The graduate will report to the Workplace Diversity and Inclusion Consultant, with day-to-day supervision provided by a nominated senior staff member within the hosting organisational unit.
Working at the University of Queensland

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. All of UQ's work is based around its values of pursuit of excellence, creativity and independent thinking, honesty and accountability, mutual respect and diversity and supporting our people. 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 staff networks, such as the Aboriginal and Torres Strait Islander Staff Network and the UQ Ally Network.

More information about life at UQ including staff benefits, relocation and UQ campuses is available at uq.edu.au/current-staff/working-at-uq.
Cultural Support at UQ

- 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, provides information and support to staff and drives strategies and initiatives to create a safe, welcoming and inclusive space for staff at UQ that values the strength of diversity.
- UQ Aboriginal and Torres Strait Islander Staff Network meets multiple times a year, providing 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 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 and supports students from pre-enrolment through to graduation.
- 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.

How to Apply?

Applications are now being accepted via the UQ Jobs website and will close at 11:00pm AEST on Sunday 17th November 2019.
To be considered for this role, applicants are required to submit their:
- Cover letter addressing the key selection criteria on page 4; and
- Resume.
The role will commence in March 2020.

Enquiries

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For more information about how to apply, including how to respond to selection criteria, see the UQ Jobs Applying for Job website.
The Jacaranda tree is a significant representation of UQ and the tree of life and sharing of knowledge.