



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Appointment of
Vice-Chancellor's
Aboriginal and Torres
Strait Islander Graduate



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Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which UQ operates. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.

Office of the Deputy Vice-Chancellor (Indigenous Engagement)

The Indigenous Engagement Division was established at UQ in 2011, following the appointment of UQ's inaugural Pro-Vice-Chancellor (Indigenous Engagement). In recognising the importance of this role within the UQ leadership, in April 2023, the position was elevated to Deputy Vice-Chancellor (Indigenous Engagement) as a member of the University Senior Executive Team (USET).

The Deputy Vice-Chancellor (Indigenous Engagement) is responsible for:

- leading the strategic development, implementation and monitoring of the whole-of-University approach to Indigenous teaching and learning, research and engagement;
- strengthening leadership within the University in relation to Indigenous education; and
- building links with community.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.



Role of the Vice-Chancellor's Aboriginal and Torres Strait Islander Graduate

About the Graduate Program

The Vice-Chancellor's Aboriginal and Torres Strait Islander Graduate Program 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 which is specifically designed to develop the necessary skills for them to succeed in their chosen career.

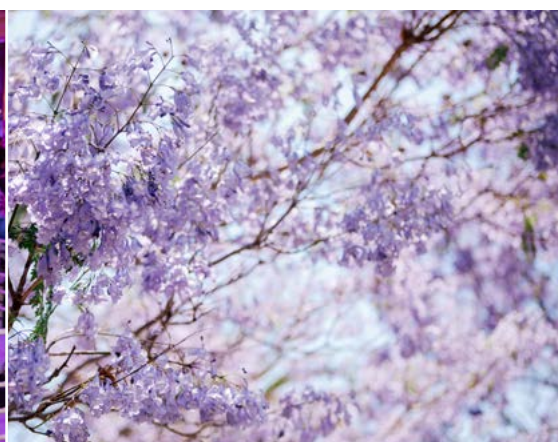
Duties

The duties and responsibilities will be subject to a specific position description from the hosting organisational unit, appropriate to a HEW level 5, 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.

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.



The successful candidate will be employed for up to 12-months in a fixed-term contract, in a work area that will support the Graduate in developing the practical skills necessary to reach their career aspirations.

For more information on the Vice-Chancellor's Aboriginal and Torres Strait Islander Graduate Program, please contact Indigenous Employment via email indigenous_employment@uq.edu.au.

Organisational relationships

The position reports to the manager or supervisor within the business area of the placement. Additionally, the successful graduate placement will have regular meetings with the Principal Advisor, Indigenous Employment.



About you

Essential

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.

The University of Queensland considers that the filling of this position is intended to constitute a special/equal opportunity measure under s105 of the Anti-Discrimination Act 1991(Qld) and section 8(1) of the Racial Discrimination Act 1975 (Cth). The position is therefore only open to Australian Aboriginal and/or Torres Strait Islander people. The successful candidate will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

- 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.

Additional information

At UQ we know that our greatest strengths come from our diverse mix of colleagues, this is reflected in our ongoing commitment to creating an environment focused on [equity](#), [diversity](#) and [inclusion](#).

We ensure that we are always attracting, retaining and promoting colleagues who are representative of the diversity in our broader community, whether that be gender identity, LGBTQIA+, cultural and/or linguistic, Aboriginal and/or Torres Strait Islander peoples, or people with a disability. Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.



What we can offer

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.

At HEW level 5, The full-time equivalent base salary will be in the range \$74,378 – \$82,842 plus super of up to 17%. The total FTE package will be in the range \$87,023 – \$96,926 per annum.

For further information, please review [The University of Queensland's Enterprise Bargaining Agreement 2018–2021](#).

How to apply

All applicants must supply the following documents through the [UQ Careers](#) portal:

- Cover letter addressing key selection criteria; and
- Resume

Please note that you will be asked to add all documents into the one upload box labelled 'resume', which is step one of the application form.

The successful candidate is anticipated to commence in their role in July 2023.

For more information on the Vice-Chancellor's Aboriginal and Torres Strait Islander Graduate Program, please contact Indigenous Employment via email indigenous_employment@uq.edu.au.

Selection committee

The selection committee for this appointment will be chaired by the Manager, Indigenous Employment.



The University of Queensland

For more than a century, The University of Queensland (UQ) has created positive change for society by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (32), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (50), Academic Ranking of World Universities (47), and Times Higher Education World University Rankings (53).

At UQ, we're changing the way higher education is imagined and experienced. Our students enjoy innovative and flexible learning options, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 55,000 students – including the majority of Queensland's highest academic achievers as well as top interstate and overseas students – study across UQ's 3 beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include around 20,000 postgraduate and approximately 21,000 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ's 311,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 17,000 PhDs.

UQ's 6 faculties, 8 globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 2,500 scientists, social scientists and engineers, who champion research excellence and continue UQ's tradition of research leadership. This is reflected in UQ being the number one recipient of Australian Research Council Fellowships and Awards nationally across all scheme years (452 awards worth \$339 million).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than \$57 billion.

UQ is one of only 3 Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; a member of the Association of Pacific Rim Universities (APRU); and one of only 3 Australian charter members of the prestigious edX consortium, the world's leading not-for-profit consortium of massive open online courses (MOOCs).

UQ employs more than 7,410 academic and professional staff (full-time equivalent) and has a \$1.877 billion annual operating budget.

Governance

The University of Queensland is governed by a 22-member Senate representing University and community interests. Senate is led by the Chancellor, elected by the Senate. The University of Queensland Act 1998 grants Senate wide powers to appoint staff, manage and control University affairs and property, and manage and control finances to promote the University's interests.

uq.edu.au/about/governance



Working at UQ

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 values guide our behaviour and provide the foundation of our culture. The [UQ Strategic Plan 2022-2025](#) articulates these values, what we strive for, how we work together, and our commitment to discovering and sharing truth.

Our values

What we strive for

Creativity

We apply our creativity as a way of seeking progress. We value new ideas, seek fresh perspectives and pursue game-changing innovations and opportunities

Excellence

We strive for excellence in everything we do. We apply the highest standards to our work to achieve the greatest impact for the benefit of communities everywhere.

Central to what we do

Truth

Truth is central to all that we do as a university. We seek truth through our focus on the advancement and dissemination of knowledge, and our deep commitment to academic freedom and freedom of expression.

How we work together

Integrity

We always act with integrity. As stewards of the University's resources and reputation, we are honest, ethical and principled.

Courage

We are courageous in our decision-making. We are ambitious, bold and agile. We demonstrate moral courage, so that we are always guided by a sense of what is right.

Respect and inclusivity

We provide a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.



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. Here in Australia, we especially want to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities.

At a national level, in partnership with Aboriginal and Torres Strait Islander communities, we will embed reconciliation across the University's operations to achieve and implement a 'Stretch' Reconciliation Action Plan (RAP) by 2025.

The Aboriginal and Torres Strait Islander Research and Innovation Strategy will support Indigenous researchers and empower research excellence that benefits Aboriginal and Torres Strait Islander peoples, communities and organisations. We aspire to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities—especially through truth telling and building greater cultural understanding.

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.

The University of Queensland believes in maintaining a safe work environment for all, which is why we are introducing a COVID-19 vaccination requirement that all staff be fully vaccinated, subject to limited exemptions.

More information about life at UQ including staff benefits, relocation and UQ campuses is available at: staff.uq.edu.au/information-and-services/human-resources



Cultural support at UQ

Workplace Diversity and Inclusion provides information and support to staff and prospective staff and drives strategies and initiatives to create a safe, welcoming and inclusive space for staff at UQ that values the strength of diversity. The Indigenous Employment Team is responsible for the development and implementation of the [Aboriginal and Torres Strait Islander Employment Strategy 2019–2022](#) which aims to support Aboriginal and Torres Strait Islander people and staff through three main objectives:

Grow

Position UQ as an employer of choice for Aboriginal and Torres Strait Islander peoples in all levels and areas of the University.

Develop

Provide access to career development opportunities for Aboriginal and Torres Strait Islander staff.

Respect

Develop a workplace that values the contribution and positive difference that Aboriginal and Torres Strait Islander staff provide.

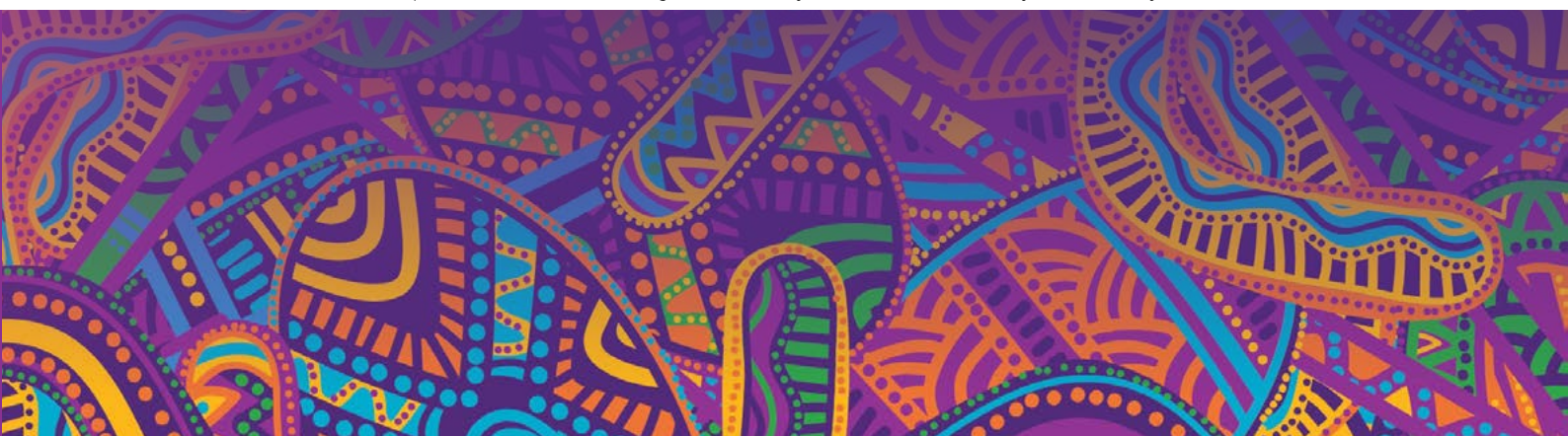
Aboriginal and Torres Strait Islander staff at UQ are encouraged to celebrate their culture, history and country and are entitled to five days of cultural leave annually to attend cultural activities, obligations and ceremony.

The [Deputy Vice-Chancellor \(Indigenous Engagement\)](#) is responsible for leading the implementation of UQ's first [Reconciliation Action Plan](#) and strengthening leadership within the University in relation to Indigenous Engagement, as well as building links with the community. 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.

UQ's [Aboriginal and Torres Strait Islander Staff Network](#) provides a regular opportunity to get together, share stories, make connections and yarn about how UQ can keep developing as an employer of choice for Aboriginal and Torres Strait Islander peoples. There is also a network newsletter that promotes UQ jobs, training and development opportunities and useful tips, and enables us to share achievements from our community.

More information on Aboriginal and Torres Strait Islander Staff support can be found on our [current staff website](#).

Brisbane River pattern from A Guidance Through Time created by Quandamooka artists, Casey Coolwell and Kyra Mancktelow



Further information

General information on the University is available through the University's website: uq.edu.au

Other documents which you may wish to refer to include:

- Annual Report:
about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports
- Governance:
about.uq.edu.au/governance
- Key statistics:
pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx
- Organisation chart:
about.uq.edu.au/files/5643/org-chart.pdf
- Research at UQ:
research.uq.edu.au
- Strategic Plan 2022-2025:
about.uq.edu.au/strategic-plan
- UQ Global Strategy:
global-strategy.uq.edu.au
- UQ Reconciliation Action Plan:
about.uq.edu.au/reconciliation/plan
- UQ Aboriginal and Torres Strait Islander Employment Strategy:
staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf





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