



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CREATE CHANGE

Appointment of  
Manager, Advancement  
(Indigenous Health) –  
Identified s25



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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.

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## About Advancement and Community Engagement

Throughout its history, The University of Queensland has benefited from the support of its alumni and community through engagement, volunteering and gifts. We are committed to positioning UQ as a worthy destination for philanthropy, ensuring future generations have access to educational opportunity and that we continue to deliver world leading research and innovation.

Equally, our focus is on building strong relationships with more than 325,000 alumni worldwide, as Change Makers. Together we create opportunities to share knowledge, skills, ideas and provide mentoring and peer coaching opportunities, that provide lifelong beneficial partnerships.

To learn more about philanthropy at UQ visit [giving.uq.edu.au](https://giving.uq.edu.au).

To learn more about Advancement's alumni engagement activities, visit [alumni.uq.edu.au](https://alumni.uq.edu.au).

### Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).





## Role of the Manager, Advancement (Indigenous Health) – Identified s25

### About this opportunity

The Manager, Advancement (Indigenous Health) is responsible for leading strategies and programs to source and actively secure gifts, donations and other philanthropic funding to grow support for Aboriginal and Torres Strait Islander health initiatives at the University. In this role, you will work closely with the Senior Manager and Head of Advancement (Indigenous Australian Initiatives), the Faculty of Medicine Associate Dean (Indigenous Engagement), the Director of the Poche Centre for Indigenous Health, as well as colleagues across the University to manage a portfolio of major gift prospects and donors.

You will be responsible for

- Planning, developing and implementing donor cultivation and stewardship strategies
- Developing and managing appropriate fundraising activities
- Undertaking specific fundraising projects approved by the Director of Advancement (Medicine) and endorsed by the Faculty of Medicine Associate Dean (Indigenous Engagement).

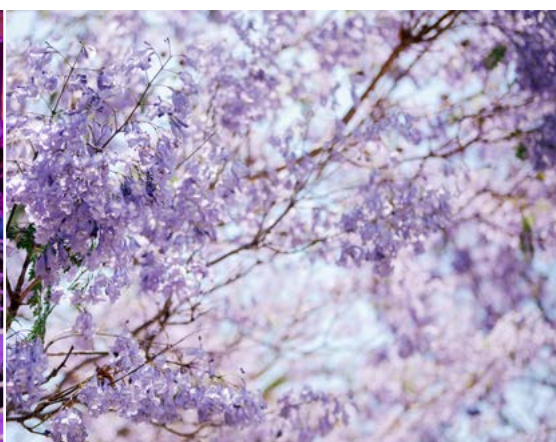
You will sit within the Faculty of Medicine Advancement team and will focus on fundraising from alumni, individuals, corporations, philanthropic trusts, foundations and PAFs.

### Duties

Duties and responsibilities include, but are not limited to:

#### Portfolio Responsibilities: Fundraising and Philanthropy (75%)

- Lead the development of innovative plans and implement practices to identify, cultivate, solicit and steward donors and prospects, with the aim of building relationships to support Aboriginal and Torres Strait Islander health research and initiatives.
- Contribute to a collaborative partnership between Advancement and Community Engagement, and UQ's Health and Medicine Faculties to positively engage with donor/prospect relationships.
- Work with the Poche Centre to build capacity to fundraise for Indigenous Australian health research and education in support of the Centre's objectives.
- In collaboration with the University-wide Advancement team, support or lead fundraising efforts, as appropriate, for specific projects or prospective donors, and provide specialist expertise and strategic advice as required.
- Under the broad direction of the Director of Advancement (Medicine), establish and implement a fundraising strategy as it relates to achieving annual KPIs and increasing philanthropic funding to the University of Queensland; monitor fundraising campaigns and analyse reports, statistics and other data to identify trends and improve fundraising performance.



- In collaboration with the Advancement Services team, conduct research on trusts, foundations, PAFs, individuals, alumni and corporations, to discover giving capacity, links to UQ, and potential interest in Indigenous-led health research and priorities at UQ.
- Act as an information source at UQ on funding opportunities that improve or enhance the lives and communities of Aboriginal and Torres Strait Islander peoples, and as a first point of contact for donors and prospects seeking to support Indigenous Health initiatives and projects.
- In collaboration with the Faculty of Medicine and Poche Centre teams, develop appropriate donor communications and coordinate appropriate stewardship activity to keep donors and prospects engaged.
- Log detailed information related to prospects and donors and details of all contact on the Advancement and Community Engagement CRM in accordance to UQ, Commonwealth and state privacy policy.
- Comply with the University's gift acceptance procedures for gifts, donations and other funding according to international fundraising industry standards, UQ and Commonwealth requirements.

#### General Duties (20%)

- Represent The University of Queensland and advocate for its programs to potential benefactors related to philanthropy and engagement.
- Provide expertise through practical advice to senior management on portfolio-specific activities and timely, effective communication of fundraising issues or challenges.
- Work collaboratively with volunteers who assist with prospect identification, solicitation and stewardship.

#### Other (5%)

- Undertake afterhours and/or weekend work as necessary.
- Travel as necessary to develop donor relationships.

#### 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](#).
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University, Faculty, Institute or School.
- The adoption of 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 Director of Advancement (Medicine).



## About you

The University of Queensland considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position under s25 of the *Anti-Discrimination Act 1991(Qld)* and an equity measure under 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.

### Essential

- Qualifications and training equivalent to a postgraduate degree in a field relevant to fundraising and philanthropy, marketing and journalism, or an equivalent combination of relevant experience and/or education/training.
- Strong working knowledge and understanding of the principles of philanthropy and fundraising and an awareness of the Australian fundraising environment, philanthropy and its application to research institutes and universities.
- Demonstrated ability to connect, foster relationships and partner with Indigenous peoples and their communities through a strong understanding and respect for all Aboriginal and Torres Strait Islander cultures and Traditional knowledges.
- Proven experience in developing, implementing and administering fundraising programs with ability to effectively manage projects to achieve strategic goals.
- Excellent qualities in negotiation, tact, diplomacy and an ability to maintain confidentiality, with a highly developed awareness of ethical issues pertaining to fundraising, superior interpersonal skills and cultural sensitivity that demonstrates a capacity to build strong collaborative relationships at all levels.
- Superior interpersonal skills and cultural sensitivity for Indigenous health disadvantage, demonstrating your capacity to elevate awareness and build strong collaborative relationships at all levels.
- Exceptional organisational skills with the demonstrated ability to meet deadlines, with a commitment to quality outcomes, the ability to work under pressure and establish priorities regarding workload and to work both independently and as part of a team.
- Demonstrated experience in providing high quality customer service to internal and external stakeholders, including managing and maintaining key networks and relationships across tertiary, research, corporate, industry environments.
- Outstanding written and verbal communication skills, with the ability to work collaboratively across a range of internal and external stakeholders, Indigenous and non-Indigenous people, and senior university staff.





### Desirable

- A strong connection to Aboriginal and Torres Strait Islander cultures and/or Indigenous peoples.
- Excellent interpersonal, oral and written communication skills, with a demonstrated ability to prepare complex documentation, and communicate with diverse groups within and external to the University.
- Demonstrated ability to effectively liaise with senior executives and high-net worth individuals to influence and drive fundraising strategies, and excellent qualities in negotiation, tact and discretion.
- Organisational and administrative skills with the demonstrated ability to meet deadlines, to work under pressure and effectively prioritise, with a commitment to quality outcomes.
- A team-oriented person who warmly develops strong and productive relationships with colleagues, external stakeholders, and donors.

**If you feel that you have some but not all of the criteria described above, we encourage you to submit an application or reach out for a confidential discussion with us.**

### Additional information

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's [Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to [talent@uq.edu.au](mailto:talent@uq.edu.au).



## What we can offer

This is a full-time (100%), fixed-term position for up to 12 months.

At HEW Level 8, the full-time equivalent base salary will be in the range \$108,975 – \$122,176, plus a generous super allowance of up to 17%. The total FTE package will be up to \$127,500 – \$142,946 annually. As this role is covered by an Enterprise Agreement, you will also receive regular remuneration increases – at least once a year.

You will be able to take advantage of UQ Sport Facilities, recreation leave loading (of 17.5%), salary sacrificing options, on-campus childcare, discounted private health insurance, affordable parking, development programs and many other benefits.

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For further information, please review [The University of Queensland's Enterprise Bargaining Agreement 2021-2026](#).

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## How to apply

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

- Cover letter addressing key selection criteria
- Resume

To satisfy prerequisite questions and ensure your application can be considered in full, all candidates must apply via the [UQ Careers](#) portal by the job closing deadline. Applications received via other channels including direct email will not be accepted.





## 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 (35), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (43), Academic Ranking of World Universities (51), and Times Higher Education World University Rankings (70).

At UQ, we're changing the way higher education is imagined and experienced. Our students enjoy a rich campus experience, including a range of accommodation options, as well as innovative and flexible learning pathways, 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 4 beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include around 20,000 postgraduate and approximately 21,500 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 332,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 17,700 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 4 Australian members of the global Universitas 21, a founding member of the Group of Eight (Go8) universities, a member of Universities Australia, and a member of the Association of Pacific Rim Universities (APRU).

UQ employs more than 7,500 academic and professional staff (full-time equivalent) and has a \$2.47 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](http://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*

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##### **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*

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##### **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*

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##### **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](https://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.**

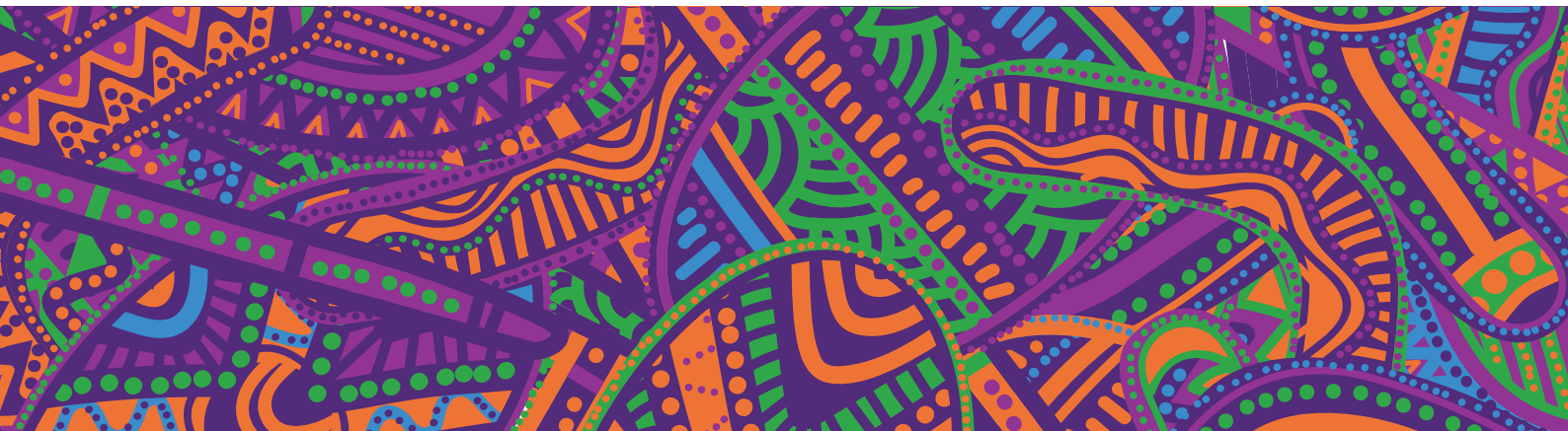
Aboriginal and Torres Strait Islander staff at UQ are encouraged to celebrate their culture, history and country and are entitled to five days of cultural leave annually to attend cultural activities, obligations and ceremony.

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](http://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](http://about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports)
- Governance:  
[about.uq.edu.au/governance](http://about.uq.edu.au/governance)
- Key statistics:  
[pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx](http://pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx)
- Organisation chart:  
[about.uq.edu.au/files/5643/org-chart.pdf](http://about.uq.edu.au/files/5643/org-chart.pdf)
- Research at UQ:  
[research.uq.edu.au](http://research.uq.edu.au)
- Strategic Plan 2022–2025:  
[about.uq.edu.au/strategic-plan](http://about.uq.edu.au/strategic-plan)
- UQ Global Strategy:  
[global-strategy.uq.edu.au](http://global-strategy.uq.edu.au)
- UQ Reconciliation Action Plan:  
[about.uq.edu.au/reconciliation/plan](http://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](http://staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf)







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