

Appointment of

UQ Indigenous Graduate Program - Identified (s105)

OFFICE OF THE DEPUTY VICE-CHANCELLOR (INDIGENOUS ENGAGEMENT)



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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 Office of the Deputy Vice-Chancellor (Indigenous Engagement) (DVC(IE)) was established at UQ in 2023, previously the Office of the Pro Vice-Chancellor (Indigenous Engagement). This was following the appointment of UQ's inaugural DVC(IE) in 2011.

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.

The Indigenous Engagement division also includes the Aboriginal and Torres Strait Islander Studies Unit (ATSISU).

Information about the Office of the Deputy Vice-Chancellor (Indigenous Engagement) may be accessed on their website at uq.edu.au/about/dvc-ie.

Information for Prospective Staff

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



Role of the UQ Indigenous Graduate

About this opportunity

The UQ Indigenous 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.

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.

Duties

Duties and responsibilities include, but are not limited to:

- 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

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 Principal Advisor, Indigenous Employment.



About you

Essential

- Completion of a bachelor's degree within the last three 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

UQ considers that the filling of this position constitutes an equal opportunity measure under s105 of the Anti-Discrimination Act 1991(Qld) and 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.

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.

Selection committee

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



What we can offer

This is a full-time, fixed-term position for a minimum of two years, with the possibility of extension at HEW Level 5.

The full-time equivalent base salary will be in the range \$80,523.29 - \$89,505.38 plus super of up to 17%. The total FTE package will be in the range of \$94,212.25 - \$104,721.29.

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.

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

How to apply

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

- Cover letter addressing how your degree and area of interest align with your preferred career pathway at UQ.
- 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 (41), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (40), Academic Ranking of World Universities (63), and Times Higher Education World University Rankings (77).

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 57,000 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, Gatton and Dutton Park. They include around 22,000 postgraduate and more than 22,000 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 332,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 18,000 PhDs.

UQ's 5 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



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 implementation of the Stretch Reconciliation Action Plan and the implementation of the *Aboriginal and Torres Strait Islander Employment Strategy 2025–2027*. 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 are embedding reconciliation across the University's operations through the implementation of the 'Stretch' Reconciliation Action Plan (RAP), which is now active and progressing towards completion by 2027.

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 [here](#).



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 2025–2027](#) which aims to support Aboriginal and Torres Strait Islander people and staff through three main objectives:

Relationships	Respect	Opportunities
UQ will strive for excellence and act with integrity in building enduring relationships with Aboriginal and Torres Strait Islander staff, students, and their communities. Genuine relationships will be nurtured through reciprocity and trust with decision-making and actions of UQ.	UQ's workplace and learning environments will be forthright in truth-telling, facilitate inclusivity and a greater understanding of Aboriginal and Torres Strait Islander histories and respect for these distinct cultures.	UQ will act with courage, explore, and embrace creativity in its policies, programs, and initiatives for opportunities to strengthen the representation of Aboriginal and Torres Strait Islander peoples employed.

Aboriginal and Torres Strait Islander staff at UQ are encouraged to celebrate their culture, history and country and are entitled to eight 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 [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.

UQ's [Indigenous Design Framework](#) embeds Aboriginal and Torres Strait Islander perspectives into the heart of campus planning. By shaping how spaces are designed, built and experienced, it strengthens cultural visibility, sustainability, and a deep sense of connection to Country.

Through initiatives like [Storying the Archive](#) and [UQ Has Blak History](#), which highlight Indigenous stories, artefacts, and accomplishments, UQ honors the rich contributions of Aboriginal and Torres Strait Islander peoples. Through these initiatives, Indigenous voices are preserved, promoted, and integrated into the University's research, teaching, and community involvement initiatives.

More information on Aboriginal and Torres Strait Islander Staff support can be found on our [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.

Other documents which you may wish to refer to include:

- Annual Report
- Governance and organisational structure
- Key statistics
- Organisational chart
- Research at UQ
- UQ Strategic Plan 2022-2025
- Global Partnerships
- Reconciliation at UQ
- Indigenous Employment Strategy

In addition to the above resources, the following initiatives highlight UQ's commitment to celebrating and embedding Aboriginal and Torres Strait Islander histories, cultures, and knowledges:

- UQ Library - *UQ Has a Blak History*
- UQ Indigenous Design Framework
- UQ Fryer Library - *Storying the Archive*
- UQ Anthropology Museum

Other useful links

- Brisbane City Council
- City of Gold Coast
- Moving to Queensland
- Australian Taxation Office





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uq.edu.au