



POSITION DESCRIPTION

Australia India Institute
Chancellery Academic & International

Events and Programs Adviser

POSITION NO	0029841
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 per annum
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term position available for 12 months
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Name: Dr Karen Barker Email: kareneb@unimelb.edu.au Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Based in the Australia India Institute within the Operations team, the Events and Programs Adviser is responsible for planning and delivering the **Institute's** annual calendar of events in collaboration with the Operations Manager and the Media and Communications Adviser.

The position ensures the provision of a high-quality program across a broad range of activities including international conferences, public lectures, art and culture programmes, academic and business seminars. The Events and Programs Adviser is responsible for arrangements for the hosting of local and international visitors by the Institute.

Reporting to the Operations Manager, the Events and Programs Adviser will develop and implement an engaging annual calendar of events that appeals to the **Institute's diverse** stakeholders, both locally and internationally, including academic, government, business, community and the Indian diaspora. The position is responsible for ensuring the delivery of the **program of events required by the Institute's sponsorship and grant bodies.**

1. Key Responsibilities

1.1 3.1 EVENTS PLANNING AND DELIVERY

- ▶ Under the broad direction of the Operations Manager, and in consultation with the Institute's Director, plan and deliver an annual calendar of events, activities, programs, and special projects and initiatives of the Australia India Institute that appeals to the Institute's diverse stakeholders, both local and international, including academic, government, business and community;
- ▶ Manage the organisation of all activities to support the annual calendar of events, including setting up meetings and appointments, booking accommodation, organising venues and catering, and managing events-related agreements;
- ▶ Manage the planning, coordination and delivery of events required by the Institute's major funding bodies, the Commonwealth Government and Victorian State Government, and other sponsorship bodies, including the management of the annual Australia India Leadership Dialogue, a key Commonwealth Government deliverable;
- ▶ Conduct inductions and University tours for visitors to the Institute as required.

1.2 3.2 BUDGET AND REPORTING

- ▶ Assist the Operations Manager in the development and monitoring of the annual budget for events, including the three-year sponsorship budget of \$500,000 for the Australia India Leadership Dialogue, and assist with processing financial payments in relation to events;
- ▶ Manage the Institute's event resources (including banners, tablecloths, data projector and gifts) by maintaining an inventory of stock, recording loans of resources and obtaining quotes for replacement stock;
- ▶ Provide data relating to events to the Operations Manager for use in strategic reports, progress reports and funding applications;
- ▶ Provide data and other information to the Operations Manager on comparative costs and charges related to travel, accommodation and honorariums to assist with decision making, and provide advice on relevant international conferences and other events of interest to the Institute;

- ▶ Contribute to the events-related research and drafting of internal and external communications, reports and documents for the Institute, including the Annual Report and news stories.

1.3 3.3 STAKEHOLDER ENGAGEMENT

- ▶ Develop and manage positive and effective relationships with internal and external stakeholders, and service providers, both locally and internationally, in particular with Marketing and Communications in University Services, Chancellery, the Australia India Institute Delhi, the Institute's national partners, the Indian High Commission and Consulate, and major funding bodies including the Commonwealth and Victorian Governments;
- ▶ Liaise with the Media and Communications Officer to promote events and work collaboratively as part of the broader team of the Institute by providing support during times of peak activity;
- ▶ Liaise with other parts of the University and/or partner organisations involved in the management or hosting of activities.

1.4 3.4 COMPLIANCE

- ▶ Comply with the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a tertiary degree in a relevant discipline or relevant work related experience, or an equivalent combination of relevant work experience and education
- ▶ Demonstrated understanding of, and extensive experience in, events management and its key components including arrangements for venues, catering, preparing and interpreting hirer/user service agreements
- ▶ Proven ability to work independently, exercising initiative, and the ability to effectively plan and prioritise workloads to meet deadlines; with demonstrated ability to work efficiently under pressure during high volume work periods
- ▶ Established proficiency in MS Word, MS Excel, MS Powerpoint, MS Project and MS Outlook, CRM databases
- ▶ Demonstrated excellent interpersonal, communication and customer service skills with demonstrated high level ability to liaise and work effectively with both internal and external stakeholders from diverse cultures, backgrounds and varying seniority levels

2.2 DESIRABLE

- ▶ An interest in, and knowledge of, India and Indian affairs
- ▶ Working experience in India or on international relations-related projects
- ▶ Knowledge of University systems, processes and organisational structure

3. Special Requirements

- ▶ Capacity to accommodate a flexible work schedule, including occasional evening and weekend events
- ▶ Flexibility to travel both domestically and internationally if required

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Events and Programs Adviser works under the general supervision of the Operations Manager and collaborates with all staff at the Institute to ensure effective running of the business. The Events and Programs Adviser will be required to exercise a high degree of autonomy and independence in the management of workload and the prioritisation of tasks and to demonstrate initiative in working productively in day-to-day activities;

4.2 PROBLEM SOLVING AND JUDGEMENT

The tasks relating to this position will be varied and require the Events and Programs Adviser to exercise a high degree of initiative, attention to detail and an ability to prioritise tasks with competing deadlines. The Events and Programs Adviser will be required to be creative in planning and delivering an annual calendar of events that will engage with the Institute's diverse stakeholders across multiple sectors including academic, government, business and community, both locally and internationally. The incumbent is required to have an awareness and understanding of cross-cultural issues.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Events and Programs Adviser requires a sound knowledge of Institute's strategic direction and an understanding of how the calendar of events supports the strategy.

The Events and Programs Adviser will be required to develop knowledge of the University's approach to events management and of the University's broader approach to engagement with India. The incumbent is required to have an understanding of University's processes and systems, including Themis, travel portal and venue management. The Events and Programs Adviser will be expected to develop over time a detailed knowledge of India, the relationship between Australia and India, and the place of India in the Asia Pacific region.

4.4 RESOURCE MANAGEMENT

The Events and Programs Adviser manages the budget for the calendar of events under the direction of the Operations Manager. The incumbent will be required to contribute to the development of budgets, monitor and constrain expenditure, and report on the financial and other resources required for events.

4.5 BREADTH OF THE POSITION

The role of the Events and Programs Adviser covers a range of tasks across both India and Australia to support the Institute's events and activities.

The work of the Events and Programs Adviser will include engagement with a broad range of internal and external stakeholders, and service providers, both locally and internationally. Key stakeholders include the Australia India Institute Delhi, the Institute's national partners including La Trobe University, the University of New South Wales and the Queensland University of Technology, the Indian High Commission and Consulate, and major funding bodies including the Commonwealth and Victorian Governments.

5. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This **commitment is set out in the University's People Strategy 2015-2020** and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

6. Other Information

6.1 ORGANISATION UNIT

www.aii.unimelb.edu.au

The Australia India Institute, established by University Council in 2008, is a national centre of excellence on India-related matters. National partners include the University of New South Wales and La Trobe University, both founding partners, and the Queensland University of Technology. In 2015, the Australia India Institute established a branch in New Delhi.

The Australia India Institute wields significant influence in reshaping and developing relations, perceptions and scholarship opportunities between the two democracies of India and Australia. The Institute has developed a strong reputation in foreign policy, research, education and the arts. Its publications, international conferences, public seminar series, federally-funded study and internship programs, are changing Indian perceptions of Australia and have created opportunities for partnerships across key areas of the relationship.

The Institute is funded by grants from the Australian Government, the State Government of Victoria and the University of Melbourne.

6.2 BUDGET DIVISION

Led by the Provost, Chancellery (Academic & International) supports achievement of the vision and objectives for learning and teaching, international and academic performance contained in [Growing Esteem 2015-2020](#).

The portfolio encompasses a **number of the University's Asia**-facing institutes, including Asialink, the Confucius Institute and the Australia India Institute.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is **recognised as the hub of Australia's premier knowledge precinct comprising eight** hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's **global aspirations** seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy **Research at Melbourne: Ensuring Excellence and Impact to 2025** aspires to a significant

advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ **Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.**
- ▶ **Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.**
- ▶ **Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.**

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>