# POSITION DESCRIPTION

## Events Officer

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0061274</th>
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<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 6 - $92,749 - $100,397 per annum (pro rata for part-time)</td>
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<tr>
<td>STANDARD/SALARY</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
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<td>BASIS OF EMPLOYMENT</td>
<td></td>
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<tr>
<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.</td>
</tr>
<tr>
<td>CONTACT FOR ENQUIRIES ONLY</td>
<td>Sarah Jowett</td>
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<td></td>
<td>Tel +61 3 8344 4285</td>
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<td></td>
<td><a href="mailto:sarah.jowett@unimelb.edu.au">sarah.jowett@unimelb.edu.au</a></td>
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<tr>
<td></td>
<td>Please do not send your application to this contact</td>
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ABOUT THE ROLE

Position Purpose:
The Events Officer, together with the Events Manager, plays a critical role in supporting the delivery of Advancement events for the Advancement division.

Reporting to the Events Manager, the Events Officer’s responsibilities focuses on the operational execution of events, for the Advancement portfolio, including both face-to-face events and digital events. The incumbent will work closely with stakeholders across Advancement in both the shared services teams (Alumni and Stakeholder Relations, Donor Relations and Fundraising teams) and Advancement staff supporting the Faculty clusters, to plan and deliver high-quality events that engage the University’s key internal and external stakeholders, with a focus on alumni and current and prospective donors, as well as students, supporters and staff.

This is a busy and fast-paced environment and the Events Officer will be required to work across multiple events and activities simultaneously, ranging from intimate settings to large-scale events with complex stakeholder relationships to online digital events. The incumbent will have exceptional organisational and time management skills, as well as outstanding levels of attention to detail, with the ability to prioritise tasks and manage these relationships.

The incumbent will: have a high level of emotional intelligence; have a proven track record of coming up with new innovative ideas; demonstrate mature stakeholder management skills and value professional/personal development.

Reporting line: Events Manager
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: N/A

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Moderate
Judgement: Moderate

Core Accountabilities:

- Support the Events Manager with the planning and execution of events for the Advancement division.
- On behalf of the Events Manager, undertake event planning, including all project documentation, budgets, sourcing and managing suppliers, provide briefings, and drafting post event reports and evaluation, along with ensuring correct University protocol is followed at all times.
• Produce highly detailed versions of a range of event management documentation including project plans, presenter briefings, run sheets, itinerary schedules and individual budgets.

• Support the Events Manager in sourcing internal and external venues, confirming technical and catering suppliers and arranging travel and accommodation.

• Collaborate with the Events Manager and various colleagues in the production of digital events, including online lectures, webinars, reunions, etc.

• Actively contribute to the concept development and curation of events content.

• Manage and monitor internal systems, including multiple email accounts, CRM and event registrations accurately.

• Provide high level advice with logistics planning and onsite / digital management for the Advancement staff involved in and/or volunteering at events.

• Liaise with relevant Advancement and Faculty staff to identify current and future event requirements, establish a coordinated engagement of activities with a focus on continuous improvement to the customer experience.

Selection Criteria:

Education/Qualifications

1. Appropriate undergraduate qualification in a relevant discipline together with moderate experience, or an equivalent combination of relevant experience and/or education/training as per the current Enterprise Agreement classifications.

Knowledge and skills:

1. Demonstrated ability to deliver high quality events within designated budgets.

2. Experience prioritising competing workloads and deadlines; managing expectations while showing sound judgment and an exceptional level of sensitivity in building positive and lasting relationships with people from a wide range of backgrounds.

3. Demonstrated ability to work constructively as part of a team or independently and contribute to achieving the mission and strategic goals of an organisation.

4. High-level verbal and written communications skills with excellent attention to detail.

5. High level interpersonal skills, including the ability to build relationships, handle sensitive information with sound judgement, and effectively communicate and negotiate with internal and external stakeholders at all levels.

6. Well-developed organisational skills, including the ability to use initiative, prioritise tasks in consultation with stakeholders, to problem solve and meet strict deadlines.

7. Proficiency in a range of computer applications, including the Microsoft Office suite, Event Management programs and experience using CRM systems.

Other job-related information:

Willingness to work outside standard working hours.

Employment in this position is conditional upon receipt and maintenance of a Working with Children Check.