## Events and Communications Coordinator, MDHS

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0052898, 0053230</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>UOM 6</td>
</tr>
<tr>
<td>SALARY</td>
<td>$87,007 - $94,181 per annum (pro rata for part-time)</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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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
</tr>
<tr>
<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option ('Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.</td>
</tr>
<tr>
<td>CONTACT FOR ENQUIRIES ONLY</td>
<td>Sama Hugo <a href="mailto:sama.hugo@unimelb.edu.au">sama.hugo@unimelb.edu.au</a></td>
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*Please do not send your application to this contact*

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Position Summary

The Events and Communications Coordinator is responsible for supporting the planning and delivery of key events, communications (including social media) as assigned by the Communications Lead or relevant Business Partner.

Reporting to the Communications Lead this role will work as part of the Communications team within MDHS to plan, develop, coordinate and implement a range of communications activities and events in line with the integrated communications, stakeholder engagement and marketing plans for the division/s.

This role will be required to develop an understanding of key stakeholders and audiences, and to proactively support the team to deliver communications and events designed to engage these audiences.

1. Key Responsibilities

- Responsible for supporting the end-to-end delivery of events, this includes planning, coordinating, promoting, delivering, evaluating and reporting on the outcomes.
- Write high-quality content to engage external and internal audiences for multiple channels including staff hub, staff news, website updates, social content, media releases and key messages.
- Prepare high-quality content to engage external and internal audiences for multiple channels including staff hub, staff news, website updates, social content, media releases and key messages.
- Responsible for ensuring events are delivered on time, within assigned budget to meet the strategic objectives of the division and the institution.
- Work closely with key internal and external stakeholders to ensure all audiences are considered and event content is leveraged across all channels.
- Attend and be available for events that may sometimes occur outside of business hours.
- All events are required to be delivered in line with relevant University and Divisional policies, including COVIDSafe events.
- Support other communications and marketing activities as part of the Divisional Grouping team in the pursuit of the Divisions’ academic mission and University’s strategy, Advancing Melbourne.

2. Selection Criteria

2.1 ESSENTIAL

- A degree with some relevant experience, or extensive experience and specialist expertise in events, or an equivalent combination of both.
- Excellent skills in oral and written communications.
- Experience in content development for a range of channels, including print, digital and social channels.
- Project management experience
- Committed to delivery of high-quality outcomes for all audiences and stakeholders.
Proven ability to coordinate and direct service providers and external contractors to meet deliverables.

Strong communication skills and attention to detail.

Excellent interpersonal skills with the ability to build positive working relationships with people at all levels.

Demonstrated ability to work independently and collaboratively as part of a team.

High-level organisational and time management skills, including the ability to prioritise workloads across two teams, work well under pressure, and organise own work to meet deadlines.

2.2 DESIRABLE

- Proven ability to understand University priorities and work with and manage ambiguity and make strategic decisions in the best interests of the institution.
- Experience in planning and delivering events.
- Demonstrated ability to maintain administration systems, in particular project management systems.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This role works under the general direction of the Communications Lead.

The position is expected to be a self-starter and possess excellent organisation skills and the ability to balance priorities and competing demands in a busy and dynamic environment.

3.2 PROBLEM SOLVING AND JUDGEMENT

The role is required to problem solve on a daily basis, managing priority tasks, and asserting judgement in relation to the escalation of issues arising that could affect the organisation’s brand and reputation.

They will be required to anticipate and resolve issues and exercise sound judgement in relation to events coordination, working with team members and colleagues, including senior staff.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The role requires the ability to work positively as a team within a fast paced environment.

The incumbent requires sound knowledge and understanding of event coordination principles and practices. With experience in events, the incumbent will fully appreciate the strategy underpinning agreed events plans and be able to contribute to the delivery of plans confidently and competently to deliver anticipated outcomes.

3.4 RESOURCE MANAGEMENT

No direct reports
3.5 BREADTH OF THE POSITION

This position interacts with senior professional and academic staff from across the University, with members of the Communications & Marketing team, and other internal and external key stakeholders.

4. 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 Advancing Melbourne strategy that addresses 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 strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 STRATEGY AND CULTURE

The Strategy and Culture portfolio includes six teams:

- University Governance: Provides expert advice and governance support to the University Council and its subcommittees and the University Executive. The Academic Board Secretariat within the Governance team provides expert advice and governance support for the Academic Board, which is a committee of Council established under the
University of Melbourne Act with delegated oversight of academic policy and quality. University Governance also oversees the University's regulatory framework.

- **Strategy, Planning and Performance**: Oversees the development of the University strategic plans and enabling plans, and their integration and implementation through the academic and business planning framework. SPP also is responsible for monitoring and reporting on performance, including institutional rankings and international benchmarking, and undertaking institutional research and business analysis.

- **Policy and Government Relations**: Provides analysis and insight regarding public policy related to the work of the University, develops and advocates policy positions and coordinates and supports the University’s relationships with Government.

- **Community and Cultural Partnerships**: Spans the strategic leadership of the University’s place-based engagement priorities, including campus neighbourhoods, Melbourne’s west and the Goulburn Valley; and cultivating relationships with key community and civic partner organisations, including several organisations working to advance Indigenous development. The team also has oversight of the development of the cultural estate plan and cultural affiliates and departments such as the Potter Museum, Melbourne Theatre Company and Science Gallery.

- **Communications and Marketing**: The University’s Communications and Marketing function provides strategic, advisory and operational services to support the academic mission and the University strategy. It fosters a culture of best practice and collaboration across the University’s communication and marketing teams and stakeholders and uses data-driven insights to inform decision-making across the University.

- **HR and OHS**: This team specialises in attracting the best thinkers in the world, supporting our innovative and diverse community, and ensuring the University is a place to grow and thrive.

### 6.2 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](http://about.unimelb.edu.au/careers)

### 6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.
We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 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 https://about.unimelb.edu.au/strategy/governance