Chancellery
Australia India Institute

Communications and Events Coordinator

POSITION NO 0054874
CLASSIFICATION UOM 6
SALARY $87,007 - $94,181 per annum
SUPERANNUATION 17%
BASIS OF EMPLOYMENT Full-time, 12-month fixed term contract
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Go to http://about.unimelb.edu.au/careers, 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.

CONTACT FOR ENQUIRIES ONLY
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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 (AII), the Communications and Events Coordinator will suit a dynamic self-starter who is responsible for supporting the planning and delivery of the Institute’s communications and events strategy under the general direction of the Head of Strategic Communications.

This role will ensure that the activities, events, research, and work of the Institute are made known to the public, social media audiences, government and academic audiences. The Coordinator is also responsible for maintaining, updating and producing content for the Institute’s website.

The Communications and Events Coordinator will assist with the development and implementation of a vibrant, engaging and accurate communications strategy that is fully integrated across multiple platforms (social media, web, publications) to enhance the reputation and profile of the Institute.

The Coordinator will work collaboratively to produce a small number of high-quality events across a broad range of activities including public lectures, cultural programs, academic and business seminars and roundtables.

The role also involves managing paid and organic social media content, promoting and supporting events and activities (both face-to-face and virtual); website management including producing and updating content; compiling and producing content for newsletters and reports including the Institute’s annual report; media liaison; preparation of presentations; coordinating the Institute’s podcast series, and video and audio editing.

The role reports to the Head of Strategic Communications.

1. Selection Criteria

1.1 ESSENTIAL

- A degree in a relevant discipline with some relevant work experience, or extensive experience and specialist expertise in events, or an equivalent combination of both
- Experience in the key components of communications and web administration, including website management, online communications, publications, media and multimedia functions, and how these can be integrated to optimise promotional opportunities
- Experience in managing WordPress websites, including adding/editing content and images and installing plugins
- Be a dynamic self-starter who thrives on tight deadlines and fantastic attention to detail
- Creative use of design programs such as InDesign or CANVA for social media tiles and banners and promotional material
- Excellent proofreading, writing, editing and presentation skills to ensure high quality and accurate publications and communications
- Strong interpersonal and communication skills with demonstrated ability to liaise and work effectively with both internal and external stakeholders from diverse cultures, backgrounds and varying seniority levels
Offer proactive media suggestions to grow the AII’s Communications across social media, the website and in the Australian and Indian news cycle

1.2 DESIRABLE
- An interest in Australia-India relations and foreign policy
- Experience in running hybrid and in-person events
- Knowledge and interest in the Australian news cycle
- Working experience in an international relations-related organisation
- Knowledge of University systems, processes and organisational structure
- Ability to speak and / or write in an Indian language
- Willingness to learn Drupal CMS

2. Special Requirements
- Capacity to accommodate a flexible work schedule, including occasional evening and weekend events
- Ability to respond quickly to editorial or social media requests from the Head of Strategic Communications and the CEO
- Flexibility to travel both domestically and internationally if required
- Capacity to work-from-home should COVID-19 related restrictions prevent access to the normal workplace

3. Key Responsibilities

3.1 COMMUNICATIONS PLANNING AND DELIVERY
- In collaboration with the Head of Strategic Communications, support the planning and delivery of an integrated communications program across multiple channels (web, print, social media) to support the activities and promote the public profile and reputation of the Institute;
- Plan social media and events content through Trello in collaboration with the Head of Strategic Communications
- Provide content management services to ensure accurate and timely maintenance of web content, and ensure the development and implementation of a regular web maintenance schedule to ensure a high-quality website with ongoing updates;
- Manage the Institute’s Audio-Visual equipment and ensure appropriate banners are available for events that display the logos of relevant funding bodies and sponsors.

3.2 DOCUMENTATION AND REPORTING
- Develop and source content and help compile the monthly newsletter and Annual Report, and help prepare media releases and news stories as required;
Develop and source content for the Institute’s website and social media channels, including images, audio and video content;

Develop content for the CEO’s social media presence including on Twitter, LinkedIn and Facebook;

Liaise with the University Design Team to design and publish reports and documents for the Institute, including the Annual Report;

3.3 STAKEHOLDER ENGAGEMENT

Develop and maintain positive and effective relationships with internal and external stakeholders, and service providers, both locally and internationally, in particular with Marketing and Communications and Design teams in University Services, Chancellery International;

Assist with the identification and coordination of media opportunities for the Institute, in Australia and in India;

Work collaboratively as part of the broader team of the Institute by providing support during times of peak activity.

3.4 COMPLIANCE

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

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Communications and Events Coordinator works under the general direction of the Head of Strategic Communications and collaborates with all staff at the Institute to ensure effective operations. They will be required to exercise a broad degree of autonomy and initiative in managing workload and the prioritisation of tasks.

4.2 PROBLEM SOLVING AND JUDGEMENT

The tasks relating to this position will be varied and the role requires analysis and interpretation of differing situations, and identification and selection of solutions through experience and the application of acquired knowledge. The incumbent will pay attention to detail and to prioritise tasks with competing deadlines. They will have an awareness and understanding of cross-cultural issues and exercise judgement on the newsworthiness of information and its presentation.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Communications and Events Coordinator will have a developing technical proficiency in maintaining online content, graphic design, understanding of print practices and social media. They will be required to develop knowledge of the University’s Marketing and Communications strategy and style-guides and of the University’s broader approach to engagement with India.
They will be expected to develop over time knowledge of the relationship between Australia and India, bilateral education engagement and the place of India in the Asia Pacific region.

4.4  RESOURCE MANAGEMENT

Resource management aspects associated with this position include managing the Institute’s AV equipment and banners and monitoring, managing, disseminating and filing information related to the Institute and its activities.

4.5  BREADTH OF THE POSITION

The role of the Communications and Events Coordinator covers a range of professional and technical tasks and stakeholder engagement and liaison tasks across both India and Australia to support the Institute’s communications activities.

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 strive for excellence and reach the targets of Growing Esteem.

6.  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:

http://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.

7. Other Information

7.1 ORGANISATION UNIT - THE AUSTRALIA INDIA INSTITUTE

www.aii.unimelb.edu.au

The Australia India Institute (AII) was founded at the University of Melbourne in 2008 to “provide leadership in enhancing Australia-India relations”. The AII has made important contributions to national life and bilateral relations in over a decade of operations, convening dialogues, workshops, seminars, and discussions, producing public research and working closely with government on projects promoting bilateral relations and mutual understanding. The development of the New Generation Scholars Network has developed a nation-wide program of post-doctoral scholarships at universities across Australia, helping to boost Australia’s expertise on India.

7.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

7.3 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.

7.4 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.

### 7.5 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](http://www.unimelb.edu.au/governance)