Events Coordinator, Faculty of Science

POSITION NO  0052633
CLASSIFICATION  UoM 6
SALARY  $96,459 - $104,413 per annum (pro rata for part-time)
SUPERANNUATION  Employer contribution of 17%
WORKING HOURS  Full Time
BASIS OF EMPLOYMENT  Continuing
OTHER BENEFITS  https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY  Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.
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Please do not send your application to this contact
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Based in the Faculty of Science, you are a creative thinker with an eye for detail, a commitment to excellence in event strategy, and a love of helping people have a good time.

With input from the Business Partner and Strategic Communications Lead, you will combine your big picture strategic nous, stakeholder management skills and event planning expertise to develop and deliver an annual program of priority events - a key pillar of the faculty’s reputational and relationship goals.

Reporting to the Strategic Communications Lead, you will be a critical part of the Strategic Communications team’s mission to deliver integrated communications and stakeholder engagement of the highest standard.

With your self-starter attitude and problem-solving mindset, you will lead a range of virtual, in-person and hybrid events to help deliver on the faculty’s and University’s strategic objectives. This includes exciting public programs, such as the Science Festival, the Science at Melbourne Dean’s Lecture series and the Big Science Pitch, as well as important stakeholder events.

Working closely with project managers, team members, and stakeholders, you will be a significant contributor to successful alignment between the faculty’s communication and organisational objectives, ensuring event strategy success and stakeholder satisfaction.

1. Key Responsibilities

- Develop the Faculty of Science’s annual priority events program, including ideas development and writing strategic events proposals and evaluations.
- Lead end-to-end delivery of events, this includes planning, budgeting, coordinating, promoting, delivering, evaluating and reporting on the outcomes in line with the faculty’s reputation strategy.
- Ensure 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.
- Ensure all events are delivered in line with relevant University and Divisional policies.
- Support relevant communication channels, ensuring consistent messaging and identity across all touchpoints.
- Serve as the primary point of contact of project communication inquires, feedback and escalations, providing timely responses and support to stakeholders.
- Attend and support regular project meetings and briefings where relevant.
- Collaborate with multiple university teams to meet organisational and event objectives.
- Foster a positive team culture and promote a collaborative working environment and build and maintain effective working relationships with internal and external stakeholders.

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.
- Proven experience in coordinating the delivery of a broad range of events, including complex high-profile public events.
- Commitment to delivering high-quality outcomes for all audiences and stakeholders.
- Proven ability to coordinate and direct service providers and external contractors to meet deliverables.
- Strong writing and 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, work well under pressure, and organise own work to meet deadlines.
- Proven ability to build, establish and maintain collaborative relationships and manage multiple stakeholders and adopt an agile and nimble approach where required.

2.2 DESIRABLE
Demonstrated ability to maintain administration systems, in particular project management systems.

3. Job complexity, skills and knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
This role works under the general direction of the Faculty of Science Strategic 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.

The events coordinator 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 CHANCELLERY

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.

6.2 OFFICE OF THE PROVOST

Led by the Provost, the Office of the Provost supports the achievement of the vision and objectives for education, people and community set out in Advancing Melbourne 2030. The Office of the Provost portfolio sits alongside other divisions (Research, Global, Culture and Engagement, Administration & Finance) within Chancellery, and is responsible for strategic leadership in:

- Education and student experience, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing and engagement and widening participation for students from disadvantaged backgrounds.
- People and Community, including Human Resources, academic and professional staff careers, University community-building, diversity and inclusion for students and staff, and the Respect at Melbourne program.
- Indigenous strategy and Indigenous partnerships, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.
- The Office of the Provost works closely with Faculties, other areas of Chancellery and external partners.

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 THE FACULTY OF SCIENCE

The Faculty of Science acknowledges and respects Aboriginal and Torres Strait Islander people as this country’s first scientists, with deep and enduring knowledge of the land, waters and skies.
The faculty undertakes the highest quality fundamental and applied research, addressing key questions to scientific and global challenges. As well as our research discovery and impact, we advance research success through targeted investment, new partnerships and cross-disciplinary collaboration. Indigenous knowledge is a critical component of our teaching and research.

We are a diverse and welcoming community of scholars, professional staff, students, as well as donors, alumni, and collaborators. Our purpose is to benefit society through outstanding education, research and engagement.

A truly comprehensive Faculty of Science, with state-of-the-art facilities and more than 160 years’ experience in discovery and innovation, we are ranked among the top science faculties in the world.

We are committed to deep and genuine collaboration across our seven schools: Agriculture, Food, Forest & Ecosystems Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics, and Veterinary Science.

The faculty is dedicated to delivering transformative educational outcomes and offers a range of undergraduate, honours, graduate and research degrees, enrolling more than 15,000 undergraduate and graduate students and more than 850 PhD candidates.

We work across six campuses, providing diverse perspectives and opportunities that benefit our teaching and research.

6.5 STRATEGY AND CULTURE

The Strategy and Culture portfolio comprises 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. 5 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. 6 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