



# ENGAGEMENT AND PROJECTS OFFICER

**DEPARTMENT/UNIT**

Office of the Pro Vice-Chancellor (Indigenous) and the William Cooper Institute

**FACULTY/DIVISION**

Portfolio of the Deputy Vice-Chancellor and Vice-President (Education)

**CLASSIFICATION**

HEW Level 6

**DESIGNATED CAMPUS OR LOCATION**

Clayton campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Portfolio of the President and Vice-Chancellor** provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance. The portfolio is responsible for managing the University's global campuses, partnerships and affiliations, and is accountable for:

- External relations management;
- Coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and
- Leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The **Deputy Vice-Chancellor and Vice-President (Education)** leads Monash University's integrated approach to education, framed by the Monash University Focus Monash Strategic Plan [www.monash.edu/about/who/strategic-plan](http://www.monash.edu/about/who/strategic-plan), and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance and, education policy and quality.

The **Pro Vice Chancellor (Indigenous)** leads the University's agenda around the Aboriginal and Torres Strait Islander Framework, and **Heads** the **William Cooper Institute**, which provides a point of focus for Monash University's engagement in Indigenous scholarship, including overseeing all Indigenous activities University-wide, representing the University externally in Indigenous matters.

The William Cooper Institute connects research, learning and engagement for and about Aboriginal and Torres Strait Islander Peoples and communities through the establishment of a 'hub-and-spoke' model of Indigenous leadership and participation across and within the University.

## POSITION PURPOSE

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The **Engagement and Projects Officer** provides a range of high-level marketing, project and events coordination services to support the William Cooper Institute leadership team within the Office of the Pro Vice-Chancellor (Indigenous). In addition, the Engagement and Projects Officer will work closely with the Senior Project Manager within the DVCE portfolio, as this role has functional responsibility for the communication function across the portfolio.

The Engagement and Projects Officer provides support through the development of project documentation, tailored event planning support, corporate communications for web, branded collateral and content for social media.

The position also undertakes a variety of general administrative duties to support the William Cooper Institute and its events and project deliverables. The Coordinator operates with excellence and expertise in process and judgement to provide sound and timely advice and support to project staff and other stakeholders.

**Reporting Line:** The position reports to the Program Manager, Indigenous Employment and Engagement

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. In collaboration with the William Cooper Institute Leadership team develop and collate content for documents and websites, reports, presentations, correspondence; providing support to executive committees and meetings
2. Plan, develop and manage the William Cooper Institute marketing and communications and engagement plans, including implementation and evaluation, to ensure that the Institutes programs, services and events are delivered and promoted effectively in accordance with agreed standards and timeframes
3. Develop written content for branded collateral, event promotion, newsletters, web and various other multi-channel marketing and digital communication channels, in accordance with the Monash style and editorial guide and relevant policies and procedures
4. Support operations and planning activity across the William Cooper Institute program of work
5. Prepare position papers, briefings, reports and presentations for a range of audiences
6. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support project objectives
7. Actively participate in continuous improvement activities to enhance the efficiency and effectiveness of project- related administration, processes and systems
8. Support the Program Manager Indigenous Employment and Engagement in the planning and delivery of Indigenous Community focussed events, including Cultural awareness resources for non-Indigenous audiences
9. Support the establishment of Indigenous Community partnerships
10. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A degree in a relevant field with subsequent relevant experience; or
  - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

2. A proven record of successful project planning, implementation and evaluation; outstanding administrative and organisational skills and a demonstrated ability to deliver multiple competing projects, including internal and externally facing events
3. Excellent written and verbal communication skills, with very strong attention to detail and proven ability to write and produce communications for a variety of communication channels across print and digital media
4. Demonstrated ability to work as an effective member of a team as well as the ability to work with independence, judgement and initiative
5. Experience and capabilities in planning and execution of activities and events that engage the Aboriginal and Torres Strait Islander community
6. Strong relationship building skills, including the ability to interact with a variety of stakeholders
7. Strong research, analytical and problem-solving skills
8. Highly-developed interpersonal and communication skills, including experience in developing professional documentation
9. Demonstrated knowledge and understanding of, and commitment to, upholding First Nations peoples, knowledges, cultures and experiences
10. The ability to provide Cultural and community engagement advice as required

## OTHER JOB RELATED INFORMATION

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- Travel to other campuses of the University may be required
- Domestic travel may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

## GOVERNANCE

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.