POSITION DESCRIPTION

Position Title: Events Assistant
Organisation Unit: Queensland Brain Institute
Position Number: 3033456
Type of Employment: Fixed Term, Full time for up to 12 months (maternity leave replacement)
Classification: HEW Level 4/5 - Level of appointment commensurate with qualifications, skills and experience.

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Established in 2003, QBI (www.qbi.uq.edu.au) is housed on the St Lucia campus of UQ. It is home to more than 400 staff, including 36 group leaders, working across a range of disciplines, focused on discovering the fundamental mechanisms that regulate brain development and function in health and disease.

Over the past decade QBI has positioned itself as one of the world’s leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in both the 2010 and 2012 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Events Assistant is responsible for providing administrative support to the Director of Advancement whilst assisting the Advancement team in achieving its operational and strategic objectives by coordinating events as well as creating electronic and print materials for Institute events. This role will manage and co-ordinate general advancement administrative tasks and duties as well as act as a point of contact for QBI and the wider UQ community.

Duties

Duties and responsibilities include, but are not limited to:

Events:
- Assist with planning and coordinating events held by QBI on or off-site. This includes preparation/management of related marketing collateral, photo/videography, catering, hire of equipment, guest lists, invitations, etc.
- Coordinate, edit and publish photography and film/video productions and/or provide advice on photos/films produced by external suppliers on campus or off-site and subsequently manage databases
- Promote applicable events, promotions, programs and information via QBI Marketing social media channels
- Represents QBI publicly at events and gatherings and is responsible for setting up
QBI displays and banners and for talking about the institute and the work undertaken by the institute

**Administrative:**
- Liaise closely with external suppliers, clients and staff at various levels across QBI and the wider UQ community to facilitate the efficient production of marketing and communications products
- Assist with planning and executing the QBI’s Advancement plan and strategy
- Responsibility for invoicing, managing inventory and stocktake of QBI corporate merchandise and gifts
- Assist with measuring results i.e. running reports/analytics, survey’s, etc. on publications, events, websites, advertisements, social media channels, and the like
- Assist with recruitment, supervision and management of workload for interns ensuring they are engaged in relevant tasks to their studies and QBI requirements
- Assist with preparation and management of budget and associated expenses including preparation of financial documents for processing transactions
- Provide general project management assistance for both planned and ad hoc QBI events
- Collect and maintain an up-to-date and diverse range of staff, donor, alumni, testimonials and profiles
- Any other duties as reasonably directed by your supervisor

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
- the [University’s Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The position reports to the Director of Advancement.
SELECTION CRITERIA

Essential

For appointment at HEW Level 4

- A Diploma in Marketing, Communications, Business with relevant work related experience or an equivalent combination of relevant experience and/or education/training.

For appointment at HEW Level 5

- Completion of a degree in Marketing, Communications, Business (or a related undergraduate discipline) with relevant work related experience or an equivalent combination of relevant experience and/or education/training.
- An understanding of events management under-pinned by significant hands-on experience, including experience in forecasting staffing and equipment needs for events and preparing rosters as required.
- High level of computer proficiency and practical understanding of computer applications in relation to word processing, data storage and retrieval, database management, and spreadsheets.
- Demonstrated competence in the conduct of administrative work including the ability to review work practices and update procedures and processes or the demonstrated ability to rapidly acquire such knowledge
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person
- Ability to prioritise own workload, work independently and within a dynamic team environment, and meet deadlines
- Ability to take initiative, think proactively and be highly motivated

Desirable

- Demonstrated knowledge of the activities and programs within QBI or the ability to rapidly acquire such knowledge
- Accurate data entry skills and experience in using related systems (e.g. The Raiser’s Edge)

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.