POSITION DESCRIPTION

Position Title: Events Coordinator
Organisation Unit: Faculty of Business, Economics and Law
Position Number: 3028583
Type of Employment: Full-time, Fixed Term (14 months)
Classification: HEW Level 6

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 $11 billion+ (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

The Faculty of Business, Economics & Law incorporates the UQ Business School, the School of Economics, and the T.C. Beirne School of Law.

The Faculty has the largest population of domestic and international students within UQ. Students are enrolled in a myriad of single and dual undergraduate programs – either within the Faculty or across any of the other faculties – and many more postgraduate suites of programs.

Programs are offered at the St Lucia campus as well as offshore and in association with international education providers. The Faculty also offers a range of quality Executive Education and Professional Development programs.

Information about the Faculty may be accessed on the Faculty’s web site at http://www.bel.uq.edu.au.

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

To plan, implement and deliver a suite of events for the Faculty, its business units (Executive, Student Experience, Student Employability, International, Research, the Centre for the Business & Economics of Health and the Australian Institute for Business and Economics), as well as manage the Faculty’s presence and involvement in UQ wide events.

Duties

Duties and responsibilities include, but are not limited to:

Event Organisation

- Manage and/or oversee the coordination of all Faculty events.
- Primary point of contact between the Faculty’s Schools and central UQ events, for the Faculty’s presence and involvement in UQ events, such as orientation, open days, TSXPO, Careers that shape the world, Guidance Officers Conference, Postgraduate Advice Night and OP Results Advice Night.
- Represent the Faculty and Schools at appropriate functions; liaise with, and host if appropriate, external presenters and guests.
- Oversee and maintain the BEL Events calendar in conjunction with key stakeholders.
- Adhere to the events policies and procedures for the Faculty, UQ and UQ Protocol.
- Ensure appropriate and timely advertising and promotion of events through all relevant means, e.g. websites, invitations, newsletters, social media etc.
- Liaise with external suppliers for all aspects of the events, e.g. venue, catering, photography, speaker gifts etc.
- Make recommendations for UQ experts, speakers, guests and schedules, facilitating arrangements and communication with speakers and guests in accordance with UQ Protocol.
- Supply and track corporate collateral and gifts for external presenters, events, expos etc.
- Prepare a comprehensive checklist and budget report for each event, and ensure all documents and data relating to each event are appropriately recorded.
- Prepare event briefing material, such as event run sheets, guest lists, briefing notes, UQ Protocol forms etc. and ensure these are appropriately circulated in a timely manner.
- Liaise with the relevant stakeholders and staff around pre- and post-event communications to ensure strategic objectives for each event are met, opportunity for engagement is maximised and maximum impact is achieved.
- Ensure that attendance data relating to events is accurately recorded in the relevant database or CRM system as appropriate.
- Book and coordinate seating for corporate tables at external events as directed by the Senior Manager, Strategic Communications and Marketing.
- Supervise and manage the Events Officer’s day-to-day operational activities, ensuring their workload, tasks/projects, timesheets, leave requests, training and developmental and general HR requirements are effectively managed.
- Recruit, train, roster and supervise the casual BEL Student Ambassadors as well as review and approve timesheets.

**Communications**

- Liaise with marketing and communications staff to provide up-to-date content (e.g. bios, photos) for relevant channels (e.g. website, social media) and other information as needed for event marketing purposes.
- Coordinate internal communication about events and outcomes to other units and Schools within the Faculty, including providing written reports for Faculty publications as required.

**General**

- Ensure that the Faculty presents a relevant, consistent and integrated message and brand to stakeholders across all three Schools – external and internal – by adhering to Faculty and University policy and style guides.
- Conduct annual performance reviews and set goals and objectives for direct reports.
- Carry out other duties within the scope of the classification and within the limits of skill, competence and training.
**Finance**
- Assist the Senior Manager, Strategic Communications and Marketing, in the preparation of an annual budget, end of year report and planning for Faculty events, making recommendations on priorities and expenditure.
- Monitor and manage event, hospitality and BEL Student Ambassador wages in accordance with available budget.

**Travel and After-Hours Duties**
- Some event-related interstate and local travel may be required from time-to-time.
- The Events Coordinator will be required to work after hours and on weekends from time-to-time.

**Other**
- Undertake other duties, consistent with the above, as may be required from time to time.

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 Senior Manager, Strategic Communications and Marketing and supervises the Events Officer and BEL Student Ambassadors.

**SELECTION CRITERIA**

**Essential**
- An undergraduate degree in a relevant area with subsequent relevant experience, or extensive work experience/specialist expertise in events management; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in managing high quality events within designated budgets, with events management experience in a tertiary environment highly regarded.
- Knowledge of the preparation and monitoring of budgets and the processing of financial transactions in a large to medium sized organisation, or the demonstrated ability to rapidly acquire such knowledge.
- Highly effective organisation and planning skills including excellent attention to detail, accuracy, the ability to use initiative, prioritise own workload, solve problems and meet strict deadlines.
• Well-developed skills in the use of a wide range of computer applications (particularly Microsoft Word and Excel) and the use of databases or CRM systems. Skills in the use of Adobe InDesign and Photoshop would be highly regarded.

• A strong orientation to the provision of a high level of customer service and demonstrated experience working successfully with a range of stakeholders from diverse backgrounds.

• High-level written and effective interpersonal and oral communication skills, including the ability to build relationships, effectively communicate and negotiate with internal and external stakeholders at all levels.

• A positive attitude and commitment to contributing to a supportive, friendly and dynamic team environment, combined with a flexible approach and ability to adapt to changing circumstances.

The University of Queensland is committed to equity, diversity and inclusion.