POSITION DESCRIPTION

Position Title: Events Officer
Organisation Unit: BEL Faculty
Position Number: 3037340
Type of Employment: Full-time, Fixed term (12 months)
Classification: HEW Level 5

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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+

UQ has a rapidly growing record of attracting philanthropic support for its activities and will
have further success in this area as an important strategic aim going forward.

Organisational Environment

The Faculty of Business, Economics and Law incorporates the UQ Business School, the
School of Economics, and the TC 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, coordinate and deliver a high volume of events for the Faculty, as well as assist with the Faculty’s presence and involvement in UQ wide events.

Responsibilities

1. Coordinate logistics and ensure the smooth delivery of events such as workshops, seminars, conferences, networking events, award presentations, for the Faculty and Schools as required.
2. Provide consistent and clear communication with the stakeholders throughout the briefing and planning process, including hosting meetings to discuss event logistics and communication strategies
3. Roster and supervise BEL Student Ambassadors for events and delegate tasks accordingly.
4. Liaise with external service providers to source quotes for venue hire, catering and other associated event requirements.
5. Liaise closely and build positive relationships with external suppliers, external presenters and guests, clients and staff at various levels across the Faculty, its functions and Schools and the wider UQ community to facilitate the planning and delivery of events.
6. Complete general event administration, finance and reporting duties, including run sheets, debrief notes, and registration tracking.

7. Under the direction of the Events Coordinator, assist with the Faculty's presence at large scale events such as TSXPO, Open Day and other events. This includes attending these events.

**Travel and after hours duties**

The Events Officer will be required to work after hours and weekends from time to time.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- BEL Events policies and procedures
- 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 Events Coordinator and is required to supervise BEL Student Ambassadors at events.

**SELECTION CRITERIA**

*Essential*

- An undergraduate degree, preferably in marketing, event management, or related discipline; or an equivalent combination of relevant experience and/or education/training.
- At least two years’ experience in events management and/or marketing preferable.
- High-level written, oral and interpersonal communication, negotiation and relationship-building skills, including the ability to communicate effectively with students, stakeholders, clients and suppliers and to utilise such skills to improve work processes in challenging situations.
- Sound knowledge of official protocols and business/social etiquette.
- Experience planning and monitoring event budgets.
- Experience coordinating a high frequency of diverse events.
- Ability to prioritise own workload, work independently and meet deadlines, with experience in managing workload under time-critical situations.
- Demonstrated ability to use initiative and judgement and to work in a team environment.
- A strong orientation to the provision of a high level of customer service.
- Strong attention to detail, work ethic with high level of enthusiasm and dedication to produce events of exceptional quality.

**Desirable**

- Experience planning events in a university or education environment.
- Knowledge of the School's and University's policies and procedures, particularly in relation to events and marketing.
- Basic knowledge with events software packages such as CVENT and EventBrite.

**The University of Queensland is an equal opportunity employer.**