



POSITION DESCRIPTION

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| Position Title: | Senior Events & Alumni Relations Coordinator |
| Organisation Unit: | Faculty of Health and Behavioural Sciences |
| Position Number: | New |
| Type of Employment: | Full Time Continuing |
| Classification: | HEW Level 7 |

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://uniquet.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 Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for the Business and Economics of Health
- Centre for Youth Substance Abuse Research
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Poche Centre for Indigenous Health

More information about the Faculty is available at: <http://habs.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

The Senior Events and Alumni Relations Coordinator works under the broad direction of the Faculty of Health and Behavioural Sciences Director of Advancement and is responsible for the co-ordination, communication plans and delivery of the Faculty's alumni engagement program of events. Serving as an ambassador for the Faculty and its Schools and Centres, the role will primarily be focused on delivering meaningful engagement opportunities and programs for those who have, or could have, an interest in the activities of the Faculty, and to encourage their support in return.

This role, with the Director of Advancement, will create and foster significant long lasting relationships with potential benefactors and/or key influencers;

Duties

Duties and responsibilities include, but are not limited to:

- In consultation with the Director of Advancement, prepare and execute a long term HaBS **Alumni Engagement Strategy**, offering advice on the most effective allocation of resources, in order to foster significant long lasting relationships with potential benefactors and/or key influencers;
- In consultation with the Director of Advancement and the Heads of Schools, design annual HaBS **Alumni engagement Operational Plans**, containing details of events and communications activities.
- Implement engagement plans for :
 1. **Alumni event management** for local, interstate and international alumni engagement events within the Faculty, including liaison with internal and external stakeholders, service providers and event delegates. This includes but is not limited to managing and organizing functions; including class reunions, liaising with, and hosting if appropriate, alumni/friend volunteers, external presenters and guests.
 2. **Alumni communications**: Liaise with the Central Advancement and the HaBS marketing and communications teams to develop the Faculty's alumni communications plan and activities.
- In consultation with the Director of Advancement, develop and implement strategies that increase the number of participants at Faculty engagement events and recommend new events that align with the Faculty's broader advancement objectives.
- Assist the Director of Advancement to actively cultivate relationships with alumni donors and potential donors, sharing the philanthropic message in support of UQ and our Faculty.
- Build and cultivate positive working relationships with colleagues from the Central UQ Advancement team to leverage centrally organized events.
- Maintain the recording of alumni, friend, and volunteer activity on the customer relationship system.
- Assist with annual appeals and other fundraising activities.
- Undertake specific projects as directed by the Director of Advancement.

Other

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

- 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 of 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

Travel and Out of Hours Work

- Attend programs and/or functions outside normal business hours as required;
- The position is primarily based at St Lucia campus however will be required to work from other UQ locations as required.
- Travel as necessary to manage events.

Organisational Relationships

The position reports to the Director of Advancement, Faculty of Health and Behavioural Sciences.

SELECTION CRITERIA

- Completion of a business degree with a minimum of four (4) years subsequent relevant experience;
- Demonstrated experience in building and maintaining relationships with all levels of stakeholders, events design including a strong understanding of marketing, protocols, planning, administration, budgeting.
- Demonstrated experience in developing and implementing marketing activities to increase event attendance and achieve specific engagement objectives.
- Outstanding written and verbal communication skills, with the ability to communicate corporate and academic information to the general community.
- Demonstrated high level of computer competency, including ability to use Microsoft Office suite of programs, email, and specialist software such as Vision6 and desktop publishing software.
- Demonstrated experience in working in a team environment; whilst being able to work independently.
- Proven capacity to work in a busy, sometimes high-pressure, environment, working on multiple projects simultaneously with varying timelines whilst maintaining attention to detail.
- Excellent qualities in negotiation, tact, diplomacy and the ability to maintain confidentiality and demonstrate sensitive handling of situations and issues; superior interpersonal skills combined with a positive attitude.

Desirable

- A working understanding of the principles of philanthropy and fundraising and an awareness of the Australian fundraising environment, philanthropy and its application to research institutes and universities;
- Fundraising experience in the university, not-for-profit and/or charity sectors.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

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