POSITION DESCRIPTION

Position Title: Events Team Leader
Organisation Unit: Faculty of Business, Economics and Law
Position Number: TBC
Type of Employment: Full time, fixed term 12 months
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://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 and Law (BEL) incorporates three schools – UQ Business School, the School of Economics and the TC Beirne School of Law – and two research centres – the Australian Institute for Business and Economics (AIBE) and the Centre for the Business and Economics of Health (CBEH).

With more than 450 staff and 12,000 enrolled students, including 5600 international students, the BEL Faculty is UQ’s largest.

The Faculty offers a wide range of undergraduate and postgraduate programs at the St Lucia campus. It also operates UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. Home to students and professionals from select postgraduate programs and UQ Executive Education courses, UQ Brisbane City is a unique space where students, alumni, industry and government can create, connect and innovate.

The Faculty’s high-achieving students are taught by leaders in their fields, many of whom are renowned researchers and consultants to companies around the globe. Students can also connect with the Faculty’s award-winning Student Employability Team to increase their employability, access opportunities and manage their careers.

The Faculty boasts a global, tight-knit alumni network of more than 67,000. BEL alumni hold leadership positions in the private sector, in government and with not-for-profit organisations worldwide.

To learn more about the BEL Faculty, please visit https://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

Primary Purpose of Position

Oversee the effective and efficient delivery of strategic and contemporary engagement events, through effective leadership and development of a dynamic and high performing Events Management team.

Key Responsibilities

1. Supervise and manage the members of the Events Team, including overseeing their performance and day-to-day operational activities, ensuring workloads, tasks/projects, timesheets, leave, training, development and employment requirements.

2. Participate in and drive organisational change throughout the events delivery framework to contemporise and enhance operations and administration practices.
3. Implement performance and accountability measures and reporting for events to drive strategic decision making on future events and engagement activities.

4. Ensure the Faculty and Schools deliver a high-quality and engaging attendee and guest/speaker experience, and presents the brand in a relevant, consistent and integrated way to external and internal stakeholders, ensuring adherence University policies and style guides.

5. Coordinate communication about events and outcomes to partners, units and Schools within the Faculty, including providing reporting as required.

6. Liaise with and brief stakeholders and staff pre and post-event to ensure strategic objectives for each event are met, opportunity for engagement is maximised and maximum impact is achieved.

7. Assist with budget preparation, oversee team’s adherence to finance policies and processes, and monitor expenses within annual budget.

8. Source, book and coordinate guests and seating for sponsored or corporate tables at events as directed by the Senior Manager, Strategic Communications and Marketing or Faculty Leadership.

9. Contribute to a positive culture within the Events Team and broader Marketing and Communications team, working collaboratively to foster an open, team oriented work environment, with integrity and a focus on achieving outcomes.

Other

- Event-related inter and intra state travel may be required from time-to-time.
- Due to managing workload and event timelines, there may be the requirement to work outside normal working hours, which may include weekend work from time to time.

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

Organisational Relationships

The position reports to the Faculty’s Senior Manager, Strategic Communications and Marketing. The position has four (4) direct reports, and manages the broader events team of six (6), along with overseeing the BEL Student Ambassadors.
Selection Criteria

1. Tertiary qualifications in Marketing with demonstrated substantial experience/specialist expertise in delivering high quality events to drive business outcomes;

2. Demonstrated experience in leading and managing a professional team to drive efficiency in enhancing and improving service deliverables within a dynamic working environment.

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

4. Knowledge of the preparation and monitoring of budgets and the processing of financial transactions in a large to medium sized organisation.

5. Highly effective organisation and planning skills, including excellent attention to detail, accuracy, the ability to use initiative and solve problems,

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

7. Strong skills in the use of a wide range of digital platforms including event marketing, event management platforms, Microsoft suite and databases/CRMs.

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.