



Position Description

College/Division:	Research and Innovation
Faculty/School/Centre:	ACCESS National Research Infrastructure (NRI)
Department/Unit:	Business Administration
Position Title:	Events Officer
Classification:	ANU Officer Level 6/7 (Administration)
Position No:	-
Responsible to:	Business Manager
Number of positions that report to this role:	-
Delegation(s) Assigned:	-

PURPOSE STATEMENT:

ACCESS – The Australian Community Climate and Earth System Simulator – is a collaborative venture between Government and the Australian research community to support development, maintenance and access to climate and weather models and data. ACCESS is being transformed into a national research infrastructure capability accessible by a broader community of users, enabled by Australian Government investment through the National Collaborative Research Infrastructure Strategy (NCRIS). Hosted at ANU, ACCESS-NRI (ACCESS National Research Infrastructure) is established as a multi-party collaborative venture responding to the current and future needs of Australia’s scientific, Government and stakeholder community

A key member of the Business Administration team, the Events Officer will manage public outreach activities that include public lectures, community workshops and other events, and provide expert assistance on events to ACCESS-NRI. The Events Officer will also contribute to communications and promotion related to events.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Events Officer reports to the Business Manager and as part of the multidisciplinary Business Administration team. The role also works very closely with the Outreach and Engagement Manager of ACCESS-NRI. The Business Administration Team works closely with the Research Software Engineering teams.

Role Statement:

Under broad direction the Events Officer will:

- Manage ACCESS-NRI events series, ensuring that they engage target constituencies and support the University’s strategic goals;
- Identify and pursue opportunities and community event partnerships and sponsors;
- Coordinate promotion, staging, staffing, recording, publicity and feedback for public lectures and community events;
- Liaise and develop networks with staff within the area, the University and external stakeholders as appropriate. Contribute to the development and implementation of University communications and engagement strategy and assist in the preparation of plans for events within the University;
- Develop and manage content of ACCESS-NRI media channels.
- Undertake other duties consistent with the classification level of the position;
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Relevant degree qualification with extensive relevant work experience or an equivalent combination of extensive relevant experience and training.
2. Demonstrated experience in events and public relations with proven ability to develop and deliver high quality events for a diverse mix of audiences.
3. Proven experience in relationship management with demonstrated experience in working with cultural diversity and a commitment to respecting cultural sensitivities.
4. Highly developed interpersonal and written and oral communication skills including the ability to interact effectively with a wide client base, both internal and external, and contribute to an effective team environment
5. High level organisational and project management skills with demonstrated ability to work collaboratively, establish priorities and meet competing deadlines.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:		Date:	
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References:

[Professional Staff Classification Descriptors](#)