POSITION DESCRIPTION

Events & Engagement Coordinator

Position Level | 7
Faculty/Division | Science
Position Number | 00119989
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Position Summary

The ARC Centre of Excellence for Quantum Computation and Communication Technology (CQC²T) is funded by the Australian Research Council Centres of Excellence Funding Scheme. The Centre is focused on delivering world-leading quantum research to develop full scale quantum systems. This technology has the potential to transform the information economy and create industries of the future.

The Events & Engagement Coordinator will play a key role in coordinating and executing the outreach activities of the Centre for Quantum Computation and Communication Technology (CQC²T), Faculty of Science.

Working closely with the Chief Operating Officer and Marketing and Communications Coordinator, the Events & Engagement Coordinator will provide support in the delivery of CQC²T projects, initiatives, and other programs within the Centre.

The role of Events & Engagement Coordinator reports to the Chief Operating Officer, with a dotted line to the External Engagement Manager, Science and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- In collaboration with the COO and the Marketing & Communications Coordinator, plan, develop and coordinate a broad range of outreach activities for CQC²T identified priority groups.

- Manage the development, promotion and execution of events of priority to the Centre including Centre visits and Open Days, National and International Science and Women in STEM initiatives, University Open Days, school engagement and outreach events, senior high school work experience programs, and visitors from industry and government.
• Establish and maintain key internal relationships with UNSW Central Marketing, the Faculty of Science and Faculty of Engineering and the Centre Node teams.

• Expand the outreach program by identifying and pursuing strategic opportunities, creating and building upon existing relationships with student outreach organisations, schools, industry and the community.

• Collaborate with the Marketing & Communications Coordinator to ensure continuity and consistency across channels and initiatives for example, equity initiatives, outreach activities and science promotional events.

• Design and produce promotional materials (online, print, signage, etc.) and reports for distribution to Centre stakeholders and visitors. This includes participation in the creation of Centre publications including the Centre Annual Report.

• Maintain and further develop the website and social media channels for the Centre, driving continuous improvement and increased reach to identified priority groups.

• Collect data and report on trends identifying trends and challenges and implementing strategies to improve outreach and engagement.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Demonstrated ability to execute programs focused on specific and measurable outcomes that engage a range of stakeholders

• Demonstrated experience in event management, development of partnerships, marketing, social media or promotions.

• Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.

• Highly advanced interpersonal, written and oral communication skills.

• Highly proficient computer literacy with excellent skills in Microsoft Office. Graphic design experience using Adobe Creative Suite; skills in photo and video editing an advantage.

• Demonstrated experience in managing social media platforms and data collection tools

• Ability to plan, organise and co-ordinate outreach projects and large-scale events.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.