POSITION DESCRIPTION

Events and Industry Engagement Officer

Position Summary

An Events and Industry Engagement Officer is based in the School of Computer Science and Engineering and is pivotal in fostering the School's relationships with external stakeholders, including alumni, industry partners, donors and the broader community. This role supports the strategic planning and execution of events, initiatives, and programs that promote the School's image, achievements, and opportunities. The position requires a unique combination of administrative, organisational, and interpersonal skills.

The role reports to the School Manager, supporting the Associate Head of School (Engagement) and the Deputy Head of School (Research).

Accountabilities

Specific accountabilities for this role include:

- Support delivering the School's engagement events, projects and initiatives to achieve strategic goals.
- Monitor, track and report on the status of events and projects to ensure time, cost, and quality metrics align with approved plans and objectives.
Coordinate and manage various external engagement administration practices, including drafting documents and correspondence, preparing agreements, diary/calendar management, and supporting HR and induction tasks for project staff.

Coordinate and support events, seminars, workshops and meetings, including but not limited to preparing event run-sheets, meeting agendas, minute taking, managing assigned actions and follow-ups and status reporting. Support the development of event/project/initiative plans and schedules and participate in planning processes as required.

Review and monitor relevant finance administration requests, including but not limited to purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes, while working closely with the respective finance team to assist with budget preparation, monitoring, financial analysis and reporting.

Act as the primary contact for critical internal and external stakeholders such as alumni, industry, students, donors, and the general public, and maintain effective communication channels, analysing requests and correspondence to prioritise according to importance as well as urgent and often sensitive matters.

Maintain various office records, including industry contact lists, alumni contact lists and group email lists.

Oversee School Social Media accounts, including posting updates, encouraging school engagement and connecting directly with Alumni, Industry, Current/Future Students, and the general public.

Ensure that UNSW branding is followed in School Social Media accounts.

Provide secretarial support to the External Engagement Committee and other meetings as required.

Liaise with the Faculty Engagement Office for the publication of the School’s Alumni newsletter.

Coordinate nominations for promoting School alumni, e.g. UNSW or Engineering awards.

Promote relevant seminars/workshops to alumni to seek their participation and engagement.

Other duties as directed by the Head of School, School Manager and Deputy/Associate Head of School Engagement, commensurate with the level.

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

Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical 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.
- Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.
- Demonstrated ability to supervise, influence and guide staff.
- Highly advanced interpersonal, written and oral communication skills.
• Demonstrated experience providing effective customer service and support to clients at all levels.
• Highly proficient in computer literacy with excellent skills in Microsoft Office applications.
• Ability to plan, organise and coordinate projects and tasks.
• Excellent numeracy skills with the ability to understand and communicate financial information and monitor budgets.
• 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 (psychosocial and physical) 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.