## Position Summary

The UNSW Division of Societal Impact, Equity and Engagement (DSIEE) leads UNSW’s efforts to make a positive and lasting impact on society, promoting equity and social justice, and driving engagement activities which enhance UNSW’s reputation as a key contributor to society through its research, teaching, and community engagement.

The Events & Communications Coordinator delivers events and communications within their designated area. This role will work closely with the Centre for Ideas and Corporate Communications teams to ensure best practice, coordination with other Faculties and Divisions and sharing of ideas.

The Events & Communications Coordinator will report to the External Engagement Manager and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

**Level 6:**

* Participate fully within the External Engagement Team and wider Division, contributing to creating a respected and valued resource. Deliver a highly customer-focused service and demonstrate commitment to excellence and continuous improvement.
* Implement the agreed events plan and coordinate and deliver all aspects of the event management lifecycle for events in your Faculty or Division.
* Use agreed event platforms, processes and adhere to agreed brand and event policies in implementing your workplan for the year.
* Implement the agreed communications plan in your designated area. Achieve agreed outcomes and identify opportunities to improve the quality or efficacy of internal communications.
* Provide advice to stakeholders in your area on communications, including most appropriate channels to deliver effective and targeted messages to relevant audiences. Liaise with relevant stakeholders to develop and disseminate content.
* Ensure consistent, timely and seamless messaging reaches relevant stakeholders within UNSW. Collaborate with key stakeholders and clients across UNSW to identify emerging issues, initiatives and opportunities, and provide internal communications support where appropriate.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).
* 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.

**Level 7 (in addition to Level 6 responsibilities):**

* Work with Faculty stakeholders to determine the right mix of events, and to scope, design and develop successful event concepts to meet agreed goals.
* Use agreed methods to track the impact and ROI of events and to achieve agreed outcomes; identify and suggest opportunities of improvement for the quality and efficacy of events across the University.
* Contribute to the development of shared approaches and policies across the division, working with a range of stakeholders.
* Plan, manage and complete all aspects of approved communications to ensure quality standards and deadlines are met in collaboration with key stakeholders.
* Apply specialist knowledge of communications, including practice, policy and processes, to provide strategic advice around Divisional objectives, as well as to address changing requirements, capabilities and goals across DEE and the wider faculties.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).
* 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience

* A relevant tertiary qualification with demonstrated experience or an equivalent level of knowledge gained through any combination of education, training and experience.
* Demonstrated experience of delivering and measuring live and digital events and internal communications programs that support transformational change within a complex organisational environment.
* Advanced experience delivering a variety of events and sound understanding of the steps involved in working with event owners, presenters, stakeholders and audiences.
* Proven ability to manage projects and to develop, plan and implement successful events.
* Understanding of the target audience, with a highly effective writing style in high-impact messaging to internal audiences.
* Demonstrated experience in distilling complex information into simple messages for communication to a diverse group of stakeholders.
* Proven ability to liaise effectively with internal and external stakeholders, to achieve desired outcomes.
* Excellent time management and organisational skills, with the ability to navigate through competing deadlines.
* Excellent written and verbal communication skills and the proven ability to influence and negotiate with stakeholders to achieve successful outcomes.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

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.