

## Engagement Events Coordinator

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<b>College/Division</b>	Future Students
<b>School/Section</b>	Engagement
<b>Location</b>	Burnie / Launceston / Hobart
<b>Classification</b>	HEO5 1.0FTE
<b>Reporting line</b>	Reports to Manager, Educational Outreach

### Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Engagement Events Coordinator in the Engagement portfolio in Future Students.

The Engagement Events Coordinator is responsible for the planning, coordination, production, delivery, and evaluation of the University of Tasmania's stakeholder engagement events that promotes the message and values of the University; and that build relationships with the external stakeholders and the broader University community.

The role is responsible for the provision of a wide range of services and support to the broad University community including stakeholder coordination, event planning, coordination, communication, and promotion of stakeholder engagement events delivered via webinar, in-person and in hybrid settings.

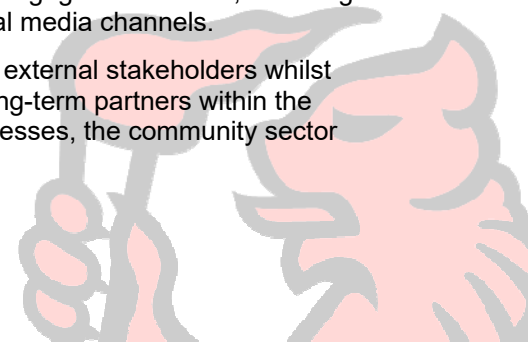
The applicant must be willing to work autonomously as well as part of the wider team and have the ability to problem solve, work well under pressure, and make responsible decisions in line with the University's policies and procedures.

The applicant must be able to attend out-of-hours activities, be able to spend periods of time travelling inter and intrastate, and to spend time at all University campuses and locations.

**We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

### What You'll Do

- Coordinate the planning, delivery, and measurement of engagement events that promote the message and values of the University to the wider community.
- Plan, project manage and deliver a range of engagement events online and in person.
- Collaborate with external and internal stakeholders to deliver stakeholder engagement events, including editing of content and event communications for traditional, web and social media channels.
- Coordinate key relationships in line with the role with existing internal and external stakeholders whilst establishing new relationships and maintain relationships with strategic long-term partners within the community including educational institutions, representative bodies, businesses, the community sector



and relevant government departments.

- Provide event management support for in-person, online and hybrid engagement events, liaise with internal and external event suppliers, and produce event run sheets, event briefing notes, event resources and event delivery assets.
- Maintain stakeholder contact data for engagement events.
- Undertake other duties as assigned by the supervisor.

### What We're Looking For (success criteria)

- Experience and/or in communications/engagement/event management or a related area or relevant communications/engagement experience.
- Proven ability to manage projects and concurrent priorities, as well as work independently and apply continuous improvement principles.
- High level of interpersonal skills, ability to communicate to all levels within the University.
- Understanding and application of event logistics.
- Outstanding attention to detail.
- Proactive, creative, results-oriented outlook and able to thrive in a fast-paced environment.
- Competence with a range of computer applications including Microsoft Office (Word, PowerPoint, Excel); Adobe software suite, Zoom webinar platform, and experience using customer relationship databases, email platforms and creating digital assets.

### Other position requirements

- Current Working with Vulnerable People registration, or to be obtained.
- Ability to travel intrastate/ interstate and attend out-of-hours activities.
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### University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.*

