

Position description

Senior Industry Events Coordinator

Department/Unit	Faculty of Information Technology
Faculty/Division	Faculties of Engineering and Information Technology Management and Administration
Classification	HEW Level 7
Work location	Clayton campus
Date document created or updated	24 October 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit

www.monash.edu

Faculty of Information Technology

The Faculty of Information Technology aims to lead global IT research and education. Our strong reputation and international profile attracts the best students worldwide and we offer a range of accredited courses that transform our graduates into highly skilled and sought after IT professionals, equipped to work globally. Our research is multidisciplinary, multi-campus and multinational, giving us a unique capacity to reach out further and deeper than any other institution in Australia. Our research priorities are both technically ambitious and embedded in everyday life. To learn more about the faculty and the exciting work we do, please visit our website: www.infotech.monash.edu.au/

Faculty of Engineering

The Faculty of Engineering is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our website: www.eng.monash.edu.au/

Faculties of Engineering and Information Technology Management and Administration

The management and administration for the Faculties of Engineering and Information are jointly governed by one Dean, one Faculty General Manager, two academic leadership teams, and a shared administration covering the major portfolios of staffing, finance, resources, research, student and academic services, marketing and external relations.

Position purpose

This position is responsible for providing leadership of the Events Management team for the Faculties of Engineering and Information Technology. Working closely with the Marketing and Communications Manager, this role is responsible for leading a wide range of events designed to engage a variety of audiences, including prospective students, alumni, industry and key university partners.

The Senior Industry Events Coordinator is required to generate external funds for various events, through successful applications for sponsorships and to manage a changing team of volunteers and casual staff members in their events related responsibilities.

Reporting line: The position reports to the Marketing and Communications Manager who provides broad direction

Supervisory responsibilities: This role manages the Events Officer

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. In consultation with the Marketing and Communications Manager and other key stakeholders within the faculty and University, organise and lead a range of marketing, student recruitment, alumni relations and external engagement events including: student recruitment activities and events such as the University Open Day and industry events in order to encourage interest in the University
2. Develop the strategic events capability, in line with policy and procedures, through clear and effective event proposals that utilise return on investment measures to justify event expenditures
3. Lead and manage the delivery of the operational elements of events within strict timelines and to exacting standards to maintain and build on the University's reputation for excellence
4. Fund the majority of events through the generation of sponsorships wherever possible or applicable, with the aim of funding most events using external funds
5. Effectively liaise with external stakeholders in the sourcing of quotations, delivery and the set-up of event related equipment and supplies in order to efficiently utilise limited funds
6. Ensure post event reporting and analysis, relating to event activities undertaken within the faculties, enables the creation of actionable information that can be utilised to determine effectiveness of each event
7. Maintain excellent working relationships with a range of internal and external stakeholders and use these relationships to benefit the goals and objectives of the faculties
8. Lead and effectively utilise event volunteers and casual staff to deliver high quality events
9. Utilising data gathered from previous events and industry best practice, initiate continuous improvement of activities relating to team practices and procedures
10. Attend various events, forums and exhibitions to represent the faculties and build extensive networks to benefit the University

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a degree/ with subsequent, substantial relevant experience, or
 - extensive experience and management expertise, or
 - An equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Ability to lead and develop a team in a complex environment, and to work exercising autonomy, sound judgement and initiative
3. Experience providing excellent professional event management services in a busy and complex environment
4. Excellent ability to analyse systems, issues, policies and procedures and provide solutions, in a quality improvement environment and to prepare reports for senior management
5. Demonstrated high level strategic analysis, research, planning and advisory skills, and proven experience in guidelines and procedures development
6. Demonstrated high-level organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines, work effectively under pressure and maintain a high level of attention to detail and accuracy
7. Excellent interpersonal and communication skills with a demonstrated ability to build and sustain successful relationships with a diverse range of colleagues and clients
8. Experience in sourcing external funding, with a focus on sponsorships

9. Knowledge of Occupational Health and Safety issues relevant to work activities and work area

Other job related information

- Travel (e.g. to other campuses of the University) may be required
- Overtime and out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.