



POSITION DESCRIPTION

Centre for Workplace Leadership
Department of Management and Marketing
Faculty of Business and Economics

Event Coordinator - Future of Work Conference

POSITION NO	0042978
CLASSIFICATION	PSC 6
SALARY	\$77,207 - \$83,573 (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Part-time (0.6 FTE) fixed-term position available to 22 December 2017 Fixed term contract type: Specific task or project
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lorenne Wilks Tel +61 3 9035 7484 Email lorenne.wilks@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Centre for Workplace Leadership (CWL) aims to drive productivity and innovation through improved leadership practices. Our goal is to connect the worlds of research and practice. We do this by undertaking collaborative, applied research into challenges faced by managers and leaders; leading public discussion on the role of effective leadership in organisations; and delivering a range of programs and events that provide opportunities for current and future leaders to learn about the practice of good leadership and people management.

The Future of Work: People, Place, Technology annual conference is CWL's flagship event. The conference is designed to challenge current thinking and encourage attendees to discover new ways of working. It brings together Australian and international experts and leaders from different backgrounds, industries and disciplines in a collaborative way to drive discussion around the practice of leadership. The 2016 conference was sold out, with over 480 people attending.

Working under the general direction of the Centre Manager, the Event Coordinator is responsible for coordinating the 2017 Future of Work Conference, to be held in November 2017. This will involve a broad range of tasks including event planning, speaker liaison, marketing and communications, and logistics. This role would suit an experienced event manager with excellent organisational skills, who enjoys working collaboratively to achieve great results.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
- ▶ Proven experience in event management, including demonstrated skills in event design, planning and delivery.
- ▶ Strong interpersonal and negotiation skills, with the ability to interact effectively with a range of internal and external stakeholders, including professional staff, senior academics and members of the corporate, government and community sectors.
- ▶ Excellent communication skills, both oral and written, with demonstrated skills in producing promotional material and event collateral.
- ▶ Highly developed organisation skills with demonstrated ability to set priorities and manage own work under pressure to meet fixed deadlines.
- ▶ Demonstrated ability to work independently as well as cooperatively as part of a team.
- ▶ Demonstrated problem solving skills with the ability to deliver creative solutions.
- ▶ Proficiency in the use of on-line and social media platforms to promote events.

1.2 DESIRABLE

- ▶ Experience organising large conferences or festivals will be highly regarded.

2. Special Requirements

- ▶ The ability to accommodate a flexible work schedule incorporating some out-of-hours work, particularly in the lead up to, and during, the conference in November 2017.
- ▶ Operational requirements of the Centre and of the role may influence approval of leave.

3. Key Responsibilities

3.1 EVENT COORDINATION AND DELIVERY

- ▶ Organise and administer the core program and complementary activities for the Future of Work 2017 conference.
- ▶ Prepare and implement project management plans to ensure all project requirements and deadlines are identified and met.
- ▶ Work in collaboration with the Centre Manager and FoW17 project leader to develop the conference program; coordinate speakers, liaise with sponsors, suppliers and service providers.
- ▶ Manage end-to-end conference registration processes.
- ▶ In consultation with the Faculty's Marketing and Communications team, develop and implement a marketing plan for the conference.
- ▶ Organise the design and production of promotional material, including hard-copy and digital, and maintain the conference website.
- ▶ Maintain accurate records, files and databases for all aspects of conference planning, and of the conference itself, and conduct post-event evaluations.
- ▶ Develop effective working relationships with colleagues within the University and with external partners.
- ▶ Other tasks related to the 2017 Future of Work Conference or other CWL events as directed by the Centre Manager.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Event Coordinator will report to, and receive general direction from, the Centre Manager and will also work closely with the academic project leader. The incumbent will be expected to perform work assignments guided by policy, precedent and professional standards. The incumbent must be able to work independently to execute tasks and meet deadlines, as well as work effectively in a collaborative team. The Event Coordinator is expected to bring their expertise to the role and contribute high quality advice on event planning and coordination.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Event Coordinator is required to exercise judgement, diplomacy and discretion in all aspects of their work. They will have the discretion to innovate within their own function and take responsibility for outcomes.

Highly developed organisational and time management skills are essential, as is the ability to determine priorities and adapt in a dynamic environment. The capacity to think quickly and clearly when issues emerge is paramount, consulting appropriately and providing advice to inform decision making and immediate actions.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Event Coordinator is required to have expertise developed through extensive relevant experience and application. The Event Coordinator will be required to develop effective working relationships within the University, along with its affiliates, partners and key suppliers, particularly where these are directly involved in assisting with program content or delivery. The incumbent is expected to develop proficiency in the work area's policies, procedures, systems, processes and techniques and to adapt those procedures and techniques as required to achieve objectives.

4.4 RESOURCE MANAGEMENT

With oversight from the Centre Manager, the incumbent will need to allocate resources effectively according to an established event budget, keeping accurate records of income and expenditure.

4.5 BREADTH OF THE POSITION

This position covers a wide range of activities and the Event Coordinator will interact with a wide range of staff within the School, Faculty, and the University, as well as representing the CWL to external contacts including senior executive staff, senior members of the business community and government.

5. Other Information

5.1 ORGANISATION UNIT

<https://www.workplaceleadership.com.au/>

The Centre for Workplace Leadership (CWL) was established in 2013 and is located within the Department of Management and Marketing, within the Faculty of Business and Economics at the University of Melbourne. CWL collaborates with other researchers, industry leaders and stakeholders, and government agencies to undertake research, teaching and engagement activities that improve the skills and capabilities of managers, support workplace innovation and promote workplace leadership practices that contribute to better productivity and produce more sustainable growth and higher quality jobs. Its activities include:

- ▶ leading a research agenda examining the link between workplaces, workplace leadership and workplace outcomes, such as workplace innovation, productivity, competitiveness;
- ▶ engaging with industry stakeholders and leading thinkers to promote better management and workplace leadership across industries, regions and workplaces, especially SMEs;

- ▶ building awareness of the business case for workplace leadership among front-line management and employees;
- ▶ examining policy settings that facilitate and support better management and high performance workplaces; and
- ▶ developing tools and training modules for managers, workplace representatives and employees seeking to improve their workplace leadership capabilities.

5.2 BUDGET DIVISION

<http://fbe.unimelb.edu.au/>

The Faculty of Business and Economics has been a leading provider of business and economics education since 1924. It is committed to research excellence and engagement, the highest quality academic programs, and strongly linked via formal alliances and partnerships to business, government, and the wider community. It has an active advisory board where business leaders, government representatives, and community leaders have a substantial and meaningful role in the implementation of the Faculty's vision. The Faculty has strong connections with leading international universities. These external connections together with its own world class academics, outstanding professional staff and strong leadership provides the foundation to become the leading business and economics faculty in the Asia Pacific region.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is

based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.