



POSITION DESCRIPTION

Department of Economics
Faculty of Business and Economics

Events Officer

POSITION NO	0034076
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part time (0.6FTE)
BASIS OF EMPLOYMENT	Fixed-term from 15 November 2017 to 31 July 2018
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
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	Marlene Mannays Tel +61 3 8344 5006 Email marlene.mannays@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

Position Summary

The Events Officer is responsible for the management and administration of events, including all administrative arrangements for visitors to the Department. The Events Officer provides support to all activities/events run by the four Research Units in the Department.

It is expected that the Events Officer will be part of a team of professional staff where team work is important in delivering professional services to the department.

1. Key Responsibilities

- ▶ Manage events, seminar series, brown bag series, workshops and conferences organised by the department. This will include but is not limited to the following:
 - Preparation and maintenance of event budgets and the organisation and supervision of casual professional staff if required
 - Preparation and distribution of publicity material including content and uploading of material for web pages
 - Organising catering for events, workshop/conference dinners as required
 - Source, negotiate and develop relationships with preferred suppliers including caterers, florists, and photographers
 - Organising of registrations and provision of support for participants and guest speakers before, during and after the event, including organising the reimbursement of expenses.
- ▶ Manage all administrative arrangements of Research Units within the Department, in consultation with the Directors. The Research Units are: Econometrics, Economic Theory, Macroeconomics, Trade & Development. The arrangements include but are not limited to:
 - Seminars, workshops and conferences
 - Updating of Unit websites
 - Providing administrative support to Unit Directors: preparing reports, Unit reviews, minute taking etc.
- ▶ Arrange travel for visitors, including assigning of office, keys, access cards, IT access, reimbursement of expenses, etc.
- ▶ Complete documentation required in relation to honorary visitor appointments including visa documentation if required; liaising with Faculty HR PSU, Department of Immigration and Relocation Services if required.
- ▶ Maintain the Department's visitor database disseminating information to the department regarding visitors and ensuring visitor listing on the website is accurate.
- ▶ Manage administration of contracts for Independent Contractors (for visitors) and liaise with Finance PSU to arrange payments.
- ▶ Assist other members of the team, academic staff and provide backup support for similar roles in other Departments as directed.
- ▶ Actively participate in team meetings and forums as required.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Undergraduate qualifications in a relevant discipline, or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated event coordination experience with a commitment to providing excellent customer service.
- ▶ Highly developed interpersonal and verbal communication skills with the ability to effectively build and enhance relationships with key stakeholders within the University, government agencies and other higher education institutions.
- ▶ Well-developed organisational and time management skills with the ability to exercise judgement and initiative in determining priorities.
- ▶ High level written communication and presentation skills, with demonstrated expertise in the writing and producing of publications, web content and advertising materials.
- ▶ Ability to work independently and to collaborate as part of a team, coordinating a range of events involving staff with different needs.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite.

2.2 DESIRABLE

- ▶ Ability to seek efficiencies and to be proactive in a changing environment.
- ▶ Familiarity with the University's systems and the University's policies and procedures.
- ▶ Ability to interpret and provide advice on established policies and procedures.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Events Officer receives general direction from the Department Services Manager.

The use of initiative is expected and the effective application of administrative and organisational skills is essential. The role requires flexibility, reliability and independence in managing the day-to-day work.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Events Officer is required to use initiative and sound judgement, in consultation with academic staff and Research Unit co-ordinators, when managing and administering events and arranging travel for visitors. The must also take responsibility for decisions and outcomes.

The Events Officer is expected to resolve problems relating to the day-to-day activities pertaining to the role. Individual problem-solving skills and the use of independent judgement is required in prioritising workloads, working to timelines and tight deadlines.

3-43.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ Develop and maintain strong working relationships with key stakeholders across the Faculty and University:

External

- Catering and Function Hire companies, Visitors, External members of Research Units, Department of Immigration.

Internal

- Head and Deputy Head of Department, Research Unit Directors, Department Academic and Professional Staff, Faculty and University Services, University Peers

3-53.4 RESOURCE MANAGEMENT

The Event's Officer will be responsible for coordinating purchasing requirements for events including catering and other supplies such as flowers and photography.

The Events Officer is expected to be responsible for their own time management and prioritisation of tasks to ensure that key responsibilities are met.

3-63.5 BREADTH OF THE POSITION

The Event's Officer will be required to provide backup support and cover for Reception as the need arises.

The role will be required to liaise with key stakeholders internal and external to the University.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as

vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. 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.

6. Other Information

6.1 ORGANISATION UNIT

The Department of Economics is a leading department in Australia with a strong postgraduate program and an outstanding group of economists and econometricians, all of whom have high research profiles. The Department is one of the largest departments in the Faculty of Business and Economics. The Department is research active and performs teaching and research in the areas of economics, econometrics and actuarial studies. The Department provides high quality teaching at undergraduate and postgraduate levels and undertakes high quality research. The Department actively contributes to the community and maintains strong ties to business and government sectors. Located within the Department are:

- Centre for Actuarial Studies
- Trade and Development Research Unit
- Economic Theory Research Unit
- Econometrics Research Unit
- Macroeconomics Research Unit
- Households Research Unit
- Centre for Market Design

More information on the Department can be obtained from

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

6.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and

research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

Our Programs

There are around 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au

6.3 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>.

6.4 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.

6.5 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/governance>