



POSITION DESCRIPTION

Melbourne Graduate School of Education

Events Officer

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| POSITION NO | 0034159 |
| CLASSIFICATION | UOM 6 |
| SALARY | \$83,301 - \$90,170 p.a. (pro rata for part-time) |
| SUPERANNUATION | Employer contribution of 9.5% |
| WORKING HOURS | Part-time (0.8FTE) |
| BASIS OF EMPLOYMENT | Fixed-term position for 12 months Parental leave replacement position. |
| 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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Name Genevieve Costigan Tel +61 3 8344 0387 Email gco@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 website:
about.unimelb.edu.au/careers

Position Summary

The Events Officer is a key member of the Communications Team in the Academic Services and External Relations Unit of the Melbourne Graduate School of Education (MGSE). The Communications Team are responsible for engagement with the media, providing oversight of the MGSE's internal and external communication, stakeholder events, social media, publishing, and brand governance to support the strategic priorities of the MGSE.

The Events Officer is responsible for the planning, implementation and evaluation of key events for the MGSE. The role requires a highly organised and collaborative professional with an eye for detail. Additionally, the position is responsible for events budgets, marketing and promotion of events, management of external suppliers including professional conference organisers, and maintaining web pages relating to events and conferences.

The Events Officer also acts as an advisory service for other Melbourne Graduate School of Education staff providing advice on event organisation, external suppliers and templates to assist colleagues with their events.

The Events Officer reports to the Communications Manager.

1. Key Responsibilities

- Coordinate the development, delivery, and evaluation of the Melbourne Graduate School of Education's key internal and external events.
- Lead the planning, implementation and evaluation of MGSE key events including, but not limited to, the Dean's Lecture Series, MGSE Awards Evening, and other key events, conferences and summits as directed.
- Manage budgets for conferences and events, monitor expenditure against budgets, and report on the reconciliation of actual income/expenditure against budget. Provide financial administrative support to the Communications Manager.
- Source quotes and manage and liaise with external suppliers such as caterers, photographers, graphic designers and internal University suppliers.
- Attend all events and ensure logistical tasks are managed and completed. Work collaboratively with other team members, allocating them specific job roles as required to ensure all tasks are carried out effectively and efficiently during set-up, throughout the event and following delivery.
- Supervise event support staff and casual staff.
- Assist MGSE staff by providing specialist advice on best practice event management, including signposting to, developing and updating resources, templates and content within the Event Toolkit.
- Provide regular reports and updates on program activities to the Communications Manager.
- Evaluate events, initiate and implement improvements as appropriate.
- Develop and maintain comprehensive event documentation, including risk assessments, run sheets, budgets, event checklists and evaluations.
- Manage events-related sponsorship arrangements/agreements as required.
- Maintain active subscription lists and actively work with the Communications team to promote events.
- Maintain knowledge of University policies and best practice in relation to event management, procurement and financial processes.

- Oversee and edit own and others' content submissions for MGSE's online events calendar including working with the web team to facilitate improvements to design and functionality.
- Maintain a registry of inventory and manage bookings for MGSE's event hire store.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
- ▶ Highly developed organisational and time management skills, including the ability to exercise self-direction, a demonstrated ability to meet deadlines, prioritise workloads and ensure the timely delivery of events and activities.
- ▶ Highly developed interpersonal and verbal communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation.
- ▶ Excellent written communication skills.
- ▶ Demonstrated ability to work autonomously with considerable independence.
- ▶ Demonstrated skills in managing external suppliers and staff.
- ▶ Demonstrated high-level problem-solving skills with the ability to deliver creative Solutions.
- ▶ Demonstrated commitment to providing excellent customer service with the ability to engender a strong customer service orientation among staff.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite.

2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector
- ▶ Experience with CMS, InDesign and Photoshop software packages
- ▶ Knowledge of Customer Relationship Management systems e.g. Salesforce

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Events Officer works under the broad direction of the Communications Manager and will work with a high degree of independence and must be capable of prioritising workloads to complete all tasks efficiently, accurately and within the timelines arranged as well as successfully managing upwards. The Events Officer is required to use a flexible team approach when organising events and managing communications to ensure effective operation.

The Events Officer is required to make numerous and varied decisions with regards to the delivery of the forums and conferences, such as issues relating to venues, speakers, publicity/conference materials.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Events Officer uses a high degree of initiative and judgement to identify and resolve problems within the framework of University policy and the strategic and operational plans of the MGSE. The incumbent will be responsible for making recommendations and implementing program development in relation to conferences and events. The incumbent is expected to achieve objectives operating within complex organisational structures.

The Events Officer is required to utilise a range of high-level communication skills to effectively deal with a range of people, including international visitors and senior people in professions, business and government, to determine their requirements and act accordingly. Work time-lines can be tight and the ability to work efficiently, exercise judgement and set priorities to meet deadlines is essential.

Problem solving skills are needed to ensure the smooth running of functions and events whilst assuring that actions will be taken to rectify any problems or issues promptly when they arise. Excellent customer service and management must be provided at all times.

This position will be expected to resolve complex issues independently and come up with innovative ideas and solutions to meet the MGSE's goals and objectives.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Events Officer is expected to perform tasks which require comprehensive knowledge of the University and the MGSE's rules, regulations, processes and techniques and office procedures is essential, as well as an understanding of how they interact with other related areas and processes.

The Events Officer must ensure compliance with university and government protocol for important speakers and guests and ensure that the correct protocols are followed. The Events Officer must be able to effectively and appropriately use various University systems and understand the Microsoft suite of programs. The ability to adjust to new technology is essential, as is the ability to initiate and develop new systems for administrative procedures.

3.4 RESOURCE MANAGEMENT

The role will be responsible for an annual event budget. The role will oversee relevant expenditure and identify opportunities to improve the cost-effectiveness of the MGSE's communications activities. This role is required to exercise discretion in relation to expenses incurred while undertaking the duties of the role and must seek approval from the Communications Manager.

3.5 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

The Events Officer has prime responsibility for the management, co-ordination and delivery of the MGSE's Dean's Forum's, Awards evening, summits, conferences and other events as required.

The position involves a range of tasks and functions which frequently involve coordination with different areas of the MGSE, varying University service providers and external agencies.

4. Special Requirements

- ▶ Unrestricted right to work in Australia;
- ▶ Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- ▶ In managing the MGSE's events, this role may require travel when conferences and events are held off-campus and/or interstate; and
- ▶ A flexible approach to working hours is necessary, as some events are held outside normal office hours, and some event set-up or preparation may be required outside normal hours.

5. 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.

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/people/community/responsibilities-of-personnel>

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

7. Other Information

7.1 ORGANISATION UNIT

Melbourne Graduate School of Education

7.2 BUDGET DIVISION

Our Vision:

Together we equip people to address the major educational challenges of our times.

Our values:

Respect, Integrity, Curiosity, Fairness and Transparency

Our Mission

The Melbourne Graduate School of Education fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society.

- We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession.
- We stimulate learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities.
- We provide research leadership, setting the direction for high impact, innovative and responsive research that addresses the pressing issues of our times.
- We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: education.unimelb.edu.au

7.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

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>.

7.4 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.

<https://research.unimelb.edu.au/>

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.

7.5 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>