



THE UNIVERSITY OF
MELBOURNE



Appointment of

Events and Engagement Officer

School of Languages and Linguistics, Faculty of Arts



Contents

1. Faculty of Arts
2. Position Description & Selection Criteria
3. The University of Melbourne
4. University of Melbourne's Strategic Plan 2020 – 2030
5. People & Benefits
6. Living & Working in Melbourne
7. Further Information
8. How to Apply & Contact Information

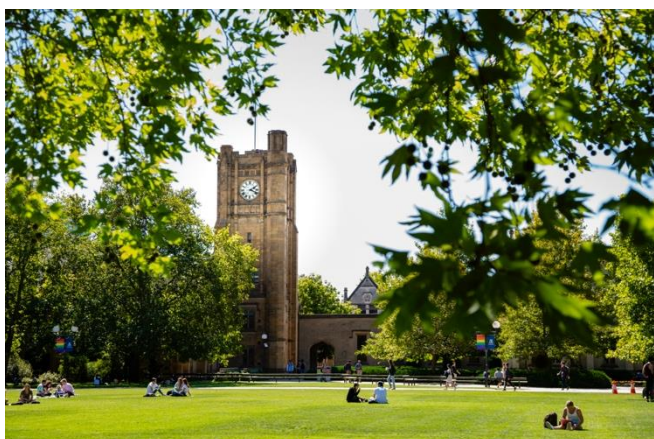
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.





The Faculty of Arts

The Faculty of Arts at the University of Melbourne is widely recognised as Australia's leading centre for the study of the Humanities and Social Sciences

The Faculty of Arts is committed to creating a workplace where equity, diversity and inclusion are celebrated and everyone is treated fairly, regardless of gender, sexuality, ability, ethnicity, religion or age. People with diverse experiences and especially Aboriginal and Torres Strait Islanders and other First Nation people are strongly encouraged to apply.

If you have any accessibility or other requirements for the application or interview, please contact us. We are dedicated to ensuring barrier free and inclusive practices to recruit the most talented candidates. A position description is available in alternate formats if required, including large print.

The Faculty of Arts at the University of Melbourne brings together leading scholars across 40 disciplines of study in the Humanities and Social Sciences. Our academic staff are of international standing and committed to excellence in teaching and research.

The Faculty is home to the University's first degree, the Bachelor of Arts, which is one of the most sought-after degrees in Australia, consistently attracting outstanding students from around the country and

internationally. Our teaching programs encourage critical inquiry, creativity, global perspectives and the questioning of ideas. In 2016, the Faculty opened Arts West – an award-winning building in the heart of the historic campus and a new home for the Bachelor of Arts. Arts West supports active and informal learning through object-based learning laboratories and purpose-built teaching spaces which has transformed teaching and learning in the Humanities and Social Sciences, setting a new benchmark in the Asia region.

Our Graduate School of Humanities and Social Sciences offers 19 professionally oriented Masters programs, including Arts and Cultural Management, Applied Linguistics, Global Media Communication, International Relations and Public Policy and Management. The Graduate School also houses our outstanding PhD program.

Over its 150-year history, the Faculty has produced leaders in a wide range of fields, including government, business, creative industries and media, community and not-for-profit organisations. The Faculty maintains strong strategic relationships with leading international universities through joint teaching collaborations, research projects and student exchange programs. Partnerships with government, not-for-profit and private organisations facilitate work integrated learning opportunities for our students and research collaboration with our researchers. The Faculty has an active and vibrant outreach program, promoting lifelong learning in the Humanities and Social Sciences.

Our community includes over 700 academic and professional staff, 13,000 students across undergraduate, graduate coursework and research higher degree programs, and a strong and active alumni population of over 70,000 worldwide.

Alongside the Graduate School of Humanities and Social Sciences, the Faculty consists of five interdisciplinary Schools:

[Asia Institute](#) – the University's key centre for study in Asian languages and cultures, with programs including Arabic, Chinese, Indonesian and Japanese languages, alongside Asian, Islamic and Contemporary Chinese Studies.

[School of Culture and Communication](#) – with programs in Art History and Curatorship, Arts and Cultural Management, Gender Studies, Indigenous Studies, Creative Writing, English and Theatre Studies,

Media and Communications, Publishing and Communications, Journalism, and Screen and Cultural Studies.

[School of Historical and Philosophical Studies](#) – encompassing History, History and Philosophy of Science, Philosophy, Jewish and Hebrew Studies, Conservation and Classics and Archaeology.

[School of Languages and Linguistics](#) – includes French, German, Italian, Russian and Spanish and Latin American Studies language and culture studies, alongside European studies, Linguistics and Applied Linguistics and English as a Second Language.

[School of Social and Political Sciences](#) – with programs in Anthropology and Development Studies, Criminology, Political Science, and Sociology and Social Policy.

FACULTY OF ARTS STRATEGY

Under the leadership of Professor Russell Goulbourne, we have launched a [Faculty of Arts Strategy](#) focusing on:

- Transformative learning
- Research that makes a difference
- Partnerships that add value
- Support for all staff

Mission

The Faculty of Arts is committed to benefiting the peoples, cultures and economies of Melbourne, Australia, the region and the world.

We do this across our distinctively broad range of Humanities and Social Sciences disciplines by creating, transforming and sharing knowledge that deepens and enriches understanding of what it means to be human and by developing graduates whose skills, values and empathy enable them to shape better, fairer and more sustainable societies.

Values and Behaviours

We are committed to benefiting the peoples, cultures and economies of Melbourne, Australia, the Region and the World. We expect all our staff to commit to our values of:

- Rigour and integrity, generosity and humility, intellectual freedom and critical independence

- Diversity and inclusion, trust and mutual respect, social justice and civic responsibility
- Courage and creativity, openness and transparency, environmental sustainability.

Vision

Building on our achievements to date, by 2025 the Faculty of Arts will be:

- the leading faculty of our kind in the Asia-Pacific region and one of the most compelling in the world, known above all for the difference we make locally, nationally, regionally and globally
- home to a dynamic, diverse and inclusive community of staff and students who are committed to achieving our full potential by working together and with our partners in a spirit of courageous generosity
- transformed by recognising and engaging the ways of knowing held by Aboriginal and Torres Strait Islander peoples, on whose land we work

Position Description & Selection Criteria

It is essential that the Selection Criteria be addressed in the job application. At this university, this means including a cover letter that addresses each of the criteria. Applications that fail to address the Selection Criteria explicitly will not be considered. If you have any queries about this, please contact us (see 'how to apply' section below).

POSITION NO.	0062984
CLASSIFICATION	UOM 5
SALARY	\$83,159 - \$95,518
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term until 24 Dec. 2024
OTHER BENEFITS	Staff Benefits

Position Summary

The School of Languages and Linguistics is seeking to appoint an Events and Engagement officer.

Reporting to the School Manager and working closely with School, Faculty and University colleagues, the Events and Engagement Officer will support the planning and delivery of a diverse program of academic events and engagement activities. The incumbent will become a trusted partner for academic staff in the School seeking to achieve professional, high-quality engagement through events and other activities. The School's program of engagement will contribute to the creation and dissemination of academic knowledge. By working alongside the Arts Engagement and Partnerships team and the Faculty Events Coordinator, the Events and Engagement Officer will embed best-practice processes for event delivery and governance. They will also be an expert in written communication, preparing newsletters and other communications for internal and external audiences, as well as promotional copy where required.

The **School of Languages and Linguistics** is home to more than 100 academic staff and 60 full-time equivalent graduate researchers across Linguistics, Applied Linguistics, ESL, European Studies and modern European language and culture studies in French, German, Italian, Spanish and Latin American Studies

and Russian. Upwards of 70 events are organised annually, including research seminars, symposiums, book launches, and academic conferences.

Key Responsibilities

- Prepare and maintain the School's program of academic-focused events and engagement activities, ensuring good records of event plans and associated documentation.
- Embed and coordinate the School's event proposal and approval processes, working closely with the Faculty Events Coordinator, Arts Engagement and Partnerships team, and other colleagues to ensure alignment with Faculty and University processes.
- Work with academic event organisers to provide comprehensive event management and delivery support as required, including: registration management, supplier liaison and contracting, venue bookings, payment of invoices, preparation of risk assessments and mitigation plans, event logistics, internal and external promotion activities, and coordination of on-the-day event support.
- Promote inclusivity and legal adherence by ensuring events are conducted in strict compliance with Australian legal frameworks including Responsible Service of Alcohol (RSA), the Spam Act, and anti-discrimination legislation.
- Act as the designated Event Warden when required, ensuring events are delivered safely.
- Working with the Faculty Events Coordinator and the Arts Engagement and Partnerships team, develop and maintain School-level guides, tools and other documentation to support the delivery of high-quality events and other engagement activities.
- Prepare professional internal and external-facing communications, and maintain the School's website, ensuring that content is up-to-date and appropriate.
- Provide administrative support to relevant events, engagement, and partnership committees.
- Prepare reports on event planning, delivery, and performance.
- Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined below.

Selection Criteria

ESSENTIAL

- Experience managing or coordinating in-person and virtual events involving a range of internal and external stakeholders.
- Experience using event management systems and platforms; e.g. Eventbrite, Cvent, or similar.
- Demonstrated ability to anticipate and identify event-related risks and develop appropriate mitigation plans.
- Proven ability to operate under pressure and resolve unexpected problems.
- Experience preparing professional written communications and promotion materials.

DESIRABLE

- Experience developing or curating an annual program of engagement activities to achieve maximum impact.
- Understanding of the nature and purpose of events and other engagement activities in a university context.
- Understanding of inclusion and accessibility best-practice relating to events and engagement activities.

SPECIAL REQUIREMENTS

- This role requires the incumbent to hold and maintain a valid Victorian Working with Children Check.
- This position is a designated event warden and workplace first aider. Maintenance of an appropriate first aid qualification will be required.
- This position may involve occasional work outside of ordinary hours and travel to other locations to support events.
- Leave may be restricted during peak times.

Job Complexity Skills, Knowledge

LEVEL OF SUPERVISION / INDEPENDENCE

The Events and Engagement Officer reports to the School Manager and works closely with the Faculty Events Coordinator and the Arts Engagement and Partnerships team. The role works collaboratively with academic staff, the School Operations team, and relevant colleagues across the organisation and externally, and is required to build relationships of influence to achieve positive outcomes.

The incumbent is responsible for their own time management and prioritisation of tasks to ensure that key responsibilities are met, issues are identified, and solutions recommended in a timely manner.

PROBLEM SOLVING AND JUDGEMENT

Well-developed problem-solving skills and sound judgement are critical to this role. The incumbent will need to display initiative and exercise judgement in the resolution of issues, seeking guidance from relevant colleagues where appropriate. The role requires a considerable degree of tact, diplomacy and maturity to communicate with a wide range of stakeholders, including at senior levels.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires development of an extensive knowledge of the structure of the Faculty and a detailed understanding of academic and administrative policies that govern events, communications, and engagement activities.

The incumbent will be expected to develop a strong understanding of academic missions and objectives regarding the creation and dissemination of knowledge, and will work closely with academic colleagues to develop tailored engagement plans to achieve these objectives.

BREADTH OF THE POSITION

The Events and Engagement Officer role spans a range of activities to deliver high-quality engagement activities, ensuring successful planning and execution of events, and provision of a professional service to all internal and external stakeholders. The incumbent needs to be adept at interacting comfortably with a broad range of academic and professional staff in the School, Faculty and University, prominent members of the community, alumni, and external providers. The

activities and events managed by the Events and Engagement Officer have significant potential to influence and impact the School's reputation internally and externally.

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

Equal Opportunity, Diversity & 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

Occupational Health & 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 [here](#).



The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution with an outstanding reputation for excellence in research, learning and teaching, and engagement.

Ranked number 31 in the latest Times Higher Education World University Rankings*, Melbourne competes on an international stage with the best institutions globally and has an international outlook and reach to match.

With a rich history stretching over 160 years, the University of Melbourne also occupies a special place in the heart of the city. Since its founding in 1853, the University has been a public-spirited institution committed to making distinctive contributions to intellectual, cultural, social and economic life in the region and beyond. These values underpin the University's entire academic mission and shape operating practices, preparing engaged graduates and steering research that advances the world.

With a wide range of disciplines, the University of Melbourne currently educates over 50,000+ students from over 130 countries. The University comprises ten Academic Divisions providing learning that stimulates, challenges and fulfils the potential of excellent students from around the world, leading to personal development, meaningful careers and profound contributions to society.

The alumni network is significant and truly international, with representation from 160 countries. This international community includes

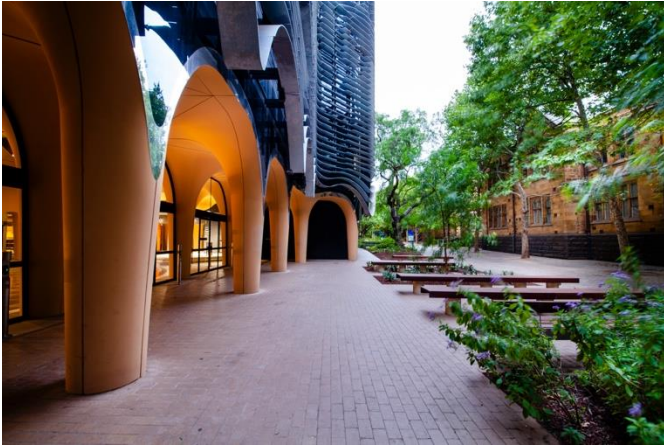
former Prime Ministers, Governors General, and Nobel Laureates, and is a testament to the world-class education the University of Melbourne delivers.

*Times Higher Education World University Rankings 2021

THE MELBOURNE MODEL

Building on long-standing traditions of leadership and innovation in teaching and embracing international developments in curriculum design, the University introduced the Melbourne Model in 2008. The distinctive educational model offers degrees in three broad cycles. At Bachelor level, students select from one of six broad degrees (offering a total of 87 major fields of study) and a limited number of specialist offerings. These programs lay the intellectual foundations for future employment or further study. Most professional qualifications are subsequently offered at Masters level, where students can choose from a variety of professional or specialist graduate programs offering intensive graduate-level experiences that promote deep professional learning. At Doctoral level, students work alongside and are nurtured by international research leaders in a broad range of fields.

The Melbourne Model's curriculum combines academic breadth with disciplinary depth to strategically reposition the University in an increasingly globalised higher education framework. The University prepares its students to enter a world marked by rapid change where graduates must possess the applicable knowledge, and flexible and adaptable skills, to succeed.



- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

The University of Melbourne's Strategic Plan 2020 – 2030

Advancing Melbourne

The University's strategic direction is grounded in its purpose. While its expression may change, **our purpose is enduring: to benefit society through the transformative impact of education and research.** Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

[Advancing Melbourne](#) reflects the University's commitment to its people, its place, and its partners.

Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.



People and Benefits

The University is committed to providing an intellectually stimulating and personally rewarding workplace which attracts people who are the best in their professional, academic and teaching fields

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff that have been recognised through prestigious national and international awards and through membership of Australia's learned academics. Among the many scholars of international renown at the University is the winner of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and many other public intellectuals and scientific leaders.

The Benefits

The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world class organisation which provides its staff with exceptional benefits and support at every stage of their life and career.

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs

and circumstances, including generous relocation support.

The University also offers a family friendly environment for individuals that need increased flexibility, providing generous leave and working conditions. The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.

Living and Working in Melbourne

Geography

Melbourne is the capital city of Victoria and the second largest city in Australia. It is set around the shores of Port Phillip Bay and sits beside the Yarra River, around five kilometres from the bay.

Melbourne is home 4.5 million people and a metropolitan area of 9990.5 km². The Economist Intelligence Unit has rated Melbourne one of the world's most liveable city for six consecutive years, based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km² and has a population of more than 143 000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the Traditional Owners of the land now known by its European name of Melbourne.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and

wine regions, and an impressive year-round calendar of events catering for all tastes.

Further Information

General Information about the University of Melbourne is available at its website www.unimelb.edu.au

About the University of Melbourne
about.unimelb.edu.au

The University of Melbourne's Strategic Plan 2020-2030: Advancing Melbourne
<https://about.unimelb.edu.au/strategy/advancing-melbourne>

Annual Reports
<http://annualreport.about.unimelb.edu.au>

Faculty of Arts
arts.unimelb.edu.au

Research
University of Melbourne research strategy and implementation
research.unimelb.edu.au

Teaching
Teaching and Learning at the University of Melbourne
provost.unimelb.edu.au

Careers
<https://about.unimelb.edu.au/careers>

How to apply

Please submit your application via the University of Melbourne's [Careers page](#)

The Faculty of Arts is committed to equity, diversity and inclusion. It aspires to reflect the diversity of our local and global communities; where people are valued, respected and have equal access to opportunities and are encouraged to fulfil their talents and potential. Applicants with diverse experiences are strongly encouraged to apply. This includes First Nations people, culturally and linguistically diverse people, Deaf and hard of hearing people, people with a disability, LGBTIQ+, and neurodiverse people. If you have any accessibility requirements for the application or interview, please contact us. We are dedicated to ensuring barrier free and inclusive practices to recruit the most talented candidates. A position description is available in alternate formats if required, including USB, and Large Print.

ENQUIRIES

Contact for enquiries only, please do not send your application to this contact.

School of Languages and Linguistics

NAME	Melissa Bruorton
TELEPHONE	(03) 8344 7319
EMAIL	melissa.bruorton@unimelb.edu.au