

Research Communications and Events Officer

College/Division	College of Sciences and Engineering
School/Section	Tasmanian Institute of Agriculture
Location	Hobart
Classification	HEO6
Reporting line	Corporate Communications Manager

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Research Communications and Events Officer in the Tasmanian Institute of Agriculture which is part of The College of Sciences and Engineering.

The Research Communications and Events Officer is responsible for local and national communications of TIA's research initiatives and curation of TIA events aimed at key stakeholders with the goal of driving productivity in the Tasmanian agriculture and food industry.

The incumbent will often form the first impression of TIA for a wide array of audiences such as industry, teachers, students, academics, government representatives, farmers and the public.

The incumbent should be equally at home in a boardroom or a paddock, writing articles or setting up a display at a rural show. The role requires an inquisitive mind and the incumbent will thrive in an environment that encourages innovation and experimentation.

The Research Communications and Events Officer is required to work under the broad direction of the Corporate Communications Manager and will be required to use initiative and sound judgement in the completion of tasks. The position will work with a degree of autonomy and will be responsible for outcomes.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.



What You'll Do

- Develop and manage a comprehensive calendar of events including management of event logistics, event protocols, budget management, event promotion and marketing, display materials, media liaison and event reporting;
- Work with the TIA extension team to develop collateral and coordinate event requirements to maximise TIA's engagement at public industry-facing events;
- Develop communications and strategies that maximise reach and impact for TIA's research and events, including effective delivery of information, publications and promotional materials;
- Maintain and create content for the TIA website, TIA intranet, TIA social media accounts, TIA newsletter and TIA Microsoft Teams;
- Create and manage a monthly external newsletter;
- Assist the International Recruitment Office with relevant inputs for TIA;
- Assist the central Marketing and Communications Teams with relevant inputs for TIA;
- Assist with activities for potential students with TIA's Student Outreach Team;
- Provide strategic advice to TIA management and project leads on research translation that build successful engagement and deliver impact for stakeholders;

What We're Looking For

- Tertiary qualification in a relevant field or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to successfully coordinate the delivery of events and a proven understanding of events management.
- Exemplary cultural awareness, communication and interpersonal skills, including an understanding of protocol.
- Demonstrated ability to engage with diverse audiences in traditional and digital media.
- Excellent communication skills, including strong interpersonal and written skills and the ability to communicate and present effectively to both small and large diverse groups of people.
- Highly developed organisational skills, with the ability to prioritise tasks and meet deadlines within a changing environment.
- Demonstrated ability to perform tasks with a high degree of accuracy and attention to detail.
- Proven ability to work effectively both as part of a team and independently, with initiative, meeting tight deadlines and self-motivation to innovatively complete projects and explore opportunities for continuous improvement.
- A high level of computer literacy, including competence in Microsoft Word, Microsoft Excel, PowerPoint and database operations.

Other position requirements

- Photography and/or videography
- Proficiency in any of the following:
 - Adobe Creative Suite

- Mailchimp (or similar)
 - Squiz Matrix CMS (or similar)
 - Microsoft Teams
- Current Working with Vulnerable People registration or to be obtained
 - Current 'C' class drivers licence or manual vehicle licence
 - Some intrastate travel will be required, including overnight stays
 - Undertaking manual handling and lifting >10kg

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

