



ALUMNI ENGAGEMENT AND EVENTS MANAGER

DEPARTMENT/UNIT	External Relations, Faculty Office
FACULTY/DIVISION	Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 8
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

POSITION PURPOSE

This specialist position plays a key leadership role in the conception, planning and implementation of innovative faculty activities and strategic initiatives in alumni engagement across this large and complex faculty. The incumbent works with clients in the schools, faculty, broader university and external institutions to deliver on activity and initiative goals. The incumbent plans and implements events and engagement activities through the use of advertising, social media and website development, events, database development and other initiatives.

The incumbent works closely with central External Relations, Development and Alumni (ERDA) teams and in close communication with the broader faculty External Relations team.

Reporting Line: The position reports to the Director, External Relations who provides broad supervision with a degree of autonomy

Supervisory Responsibilities: This position provides direct supervision to 2 staff

Financial Delegation: Not applicable

Budget Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Develop the faculty events strategy and faculty alumni relations strategy in line with the faculty strategic plan and the University alumni engagement plan
2. Identify and execute alumni engagement initiatives
3. Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally on behalf of the faculty; maintaining regular communication via direct contact, email, alumni web pages, and print publications
4. Plan and execute major faculty events including open days, prize events and launches
5. Draw on current project management methodologies to manage initiatives from conception to final delivery, including; scoping client needs and identifying project deliverables, developing project background, plans, budgets and other supporting documents, reporting on progress and performance against project schedules and performance indicators, and undertaking post-implementation reviews
6. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting
7. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice
8. Manage and develop a highly trained, motivated and efficient team with a strong customer focus
9. Exercise strong budget management for the project(s) managed to a value of \$250,000

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
 - extensive experience and management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of medium to large scale projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Advanced computer literacy, particularly with current project management software and related application capabilities

5. Experience with all aspects of planning and implementation of major events and alumni relations activities
6. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
7. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations
9. Experience in the support of change initiatives in a large and complex organisation

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.