



EVENTS AND COMMUNICATIONS SENIOR COORDINATOR

DEPARTMENT/UNIT	Drug Delivery Disposition and Dynamics
FACULTY/DIVISION	Faculty of Pharmacy and Pharmaceutical Sciences
CLASSIFICATION	HEW Level 7
WORK LOCATION	Parkville 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 Pharmacy and Pharmaceutical Sciences** is dynamic, innovative and ambitious, engaging in world-class research and being a leading education provider for over 130 years. We have two key research initiatives: the Monash Institute of Pharmaceutical Sciences and the Centre for Medicine Use and Safety, in which we engage some of the best equipped and most experienced pharmaceutical scientists in Australia.

From a teaching perspective, our education curriculum, comprised of undergraduate, postgraduate and higher degrees by research programs is purpose designed for the study of pharmacy and pharmaceutical medicine and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premier health & biomedical precinct, and offer world-class teaching facilities and research laboratories to our students and staff. To learn more about the Faculty, please visit our website: www.monash.edu/pharm/.

The **ARC Centre of Excellence in Bio-Nano Science (CBNS)** is a \$35 million multi-institutional and multi-disciplinary, undertaking research with the aim of understanding and controlling the interface of materials with biological systems. This research is leading to the design of materials that transport and deliver vaccines, drugs and gene therapy agents, and to design new diagnostic agents and devices. The CBNS is headquartered at Monash University, Parkville, with four collaborating organisations the Universities of Melbourne, Queensland, New South Wales, and South Australia and several national and international partner organisations.

POSITION PURPOSE

The Events and Communications Senior Coordinator is responsible for the planning, delivery and evaluation of CBNS events including the annual research retreat, research seminars and symposia, training workshops and

outreach activities. The position will support the CBNS Education Committee, which initiates many of these activities.

The Events and Communications Senior Coordinator will work under the direction of the CBNS Centre Manager to coordinate the delivery and evaluation of CBNS communications including the Annual Report, bimonthly eNewsletter, and website. In addition, the position will respond to media enquiries and be responsible for maintenance of CBNS mailing lists and other stakeholder management tools.

Through providing event and communication support services to colleagues, the Events and Communications Senior Coordinator plays a critical role in promoting the activities of the CBNS and in meeting the reporting requirements dictated by the ARC. The position will liaise with the other organisations that are part of the Centre to deliver outcomes which benefit all members of the Centre.

Reporting Line: The position reports to the CBNS Centre Manager under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Initiate, plan, coordinate, manage and evaluate events for the Centre for Bio-Nano Science including, but not limited to, workshops, training seminars, and outreach activities in order to ensure effective communication with a wide range of stakeholders
2. Represent CBNS by proactively coordinating, producing, updating and evaluating communications resources for the Centre's media channels, including but not limited to: Annual Reports, eNewsletters, Websites, Twitter feed, and Mailing lists
3. Liaise with any external personnel contracted to collect information on CBNS research, technology, commercialisation, outreach activities and to deliver CBNS media
4. Serve as a key liaison point and provide specialist services and advice within the CBNS in relation to event planning and communication processes and activities to ensure best practice
5. Provide executive support services to the Education Committee and Outreach Committee by following best practice
6. Field enquiries from media and other stakeholders and re-direct to the appropriate personnel for action in order to provide accurate information
7. In conjunction with the Centre Manager, develop and implement a communications and outreach strategy that positively positions CBNS with internal and external stakeholders and meets the Centre's Key Performance Indicators; and develop measures to assess and report on the effectiveness of this strategy
8. Build and sustain excellent working relationships with a range of internal and external stakeholders, particularly Centre staff at other universities and organisations, and use these to facilitate communication

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with extensive experience; or
 - extensive relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience in planning, managing and executing multiple successful events and activities delivered to budget criteria
3. Excellent writing skills, with proven experience in preparing media feed, writing articles, features, and newsletters, and experience developing promotional and print media material
4. A proven track record in communicating technical and scientific information
5. Capacity to develop and implement internal and external communication and outreach strategies as part of a business plan
6. Demonstrated high-level organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure
7. Excellent attention to detail and accuracy
8. Demonstrated ability to work as an effective member of a team and to work exercising independence, judgement and initiative

OTHER JOB-RELATED INFORMATION

- Travel (e.g. to other campuses of the University and occasionally to Centre nodes in other states) will be required
- Shift work, overtime and out of hours work (including evenings, weekends and public holidays) may occasionally be required
- There may be peak periods of work during which the 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.

ORGANISATIONAL CHART

