

Details

Area	Faculty of Arts and Education
Team	Centre for Humanitarian Leadership (CHL)
Employment	Fixed-Term, Part-Time
Location	Flexible
Classification	HEW level 6
Reports to	Director, Centre for Humanitarian Leadership

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Centre for Humanitarian Leadership (CHL) delivers collaborative education and research, which enables transformative practice for the humanitarian sector. CHL is changing the way the world responds to humanitarian crises and are committed to developing a new generation in humanitarian leadership.

<https://centreforhumanitarianleadership.org/>

The world is facing humanitarian crises like never before. Over 70.2 million people are displaced around the world due to conflict and disaster, and with the severity and frequency of disasters on the rise, the current humanitarian system is and will continue to struggle to face these new challenges.

At the Centre for Humanitarian Leadership (CHL), we know there is a better way. We are transforming humanitarian leaders and influencing how humanitarian organisations and the system respond to the increasingly complex operating context.

CHL is an innovative collaboration between Deakin University and Save the Children Australia that combines good humanitarian practice with academic rigour. CHL's accredited courses from Deakin University are facilitated by recognised leaders in the humanitarian field and offer unparalleled reach and insight into the real-world problems facing the industry today.

Integrity, collaboration, humility and courage are at the heart of our work. We envision a world where disaster and conflict affected communities aiming to achieve social and economic resilience and recovery will be supported by a humanitarian system characterised by leadership excellence.

Our research raises the level of humanitarian engagement in policy development and is a driving force behind debate about how leadership in the humanitarian sector can improve.

Creating transformative change requires a new way of thinking and engaging. Focussing on people and how they interact with technology and systems will achieve the desired outcome.

The Senior Officer, Events will lead the coordination and delivery of key Centre for Humanitarian Leadership (CHL) events including the April 2025 Humanitarian Leadership Conference. The role will complement a team of academics, humanitarian practitioners and professional staff to support the future growth of the Centre and the implementation of its strategy. The appointee will actively engage with CHL's key stakeholders, including CHL staff, other Deakin departments, CHL partners, event sponsors, speakers, alumni, current students, research affiliates, and others. Reporting to the Director, Centre for Humanitarian Leadership, the Senior Officer, Events will

- Lead the organisation of CHL's biennial Humanitarian Leadership Conference (HLC) 2025, in collaboration with the Deputy Director, Communications Manager, and Deakin Events team.
- Act as a key contact in relation to the organisation and enquiries of the Centre's events.
- Plan and oversee project management for HLC 2025 and other events.
- Support in strengthening CHL's engagement through conference and event partnerships and networks.
- Collaborate closely with the Communications Team to lead the development of the HLC 2025 event prospectus.
- Manage administrative and event data and documentation to ensure information is stored accessible in accordance with Deakin policy and procedures and contribute to continuous quality improvement.

- Contribute to and participate in initiatives and projects to support the strategic goals of the Centre for Humanitarian Leadership.
- Ensure follow up of key conference and event deliverables, reports, and outcomes.

Accountabilities

- Ensure people responsible for implementing work priorities have role clarity, the authority to act and feel empowered and supported. Act as a coach and work with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance. Implement strategies to promote positive emotional wellbeing across the team and regularly reflect on own behaviour.
- Plan and oversee projects/activities to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals
- Bring a strong customer mindset. Strive for excellence and consult regularly with staff/students/stakeholders to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required. Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency.
- Provide ethical advice to staff/students/stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.
- Challenge existing processes by formulating creative and inclusive alternative solutions and benefits. Promote solutions to modernise work practices and ensure alignment with Deakin's strategic direction.
- Plan and prioritises work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the University.
- Build new and productive relationships with a diverse range of potential students, stakeholders or key and influential individuals.
- Establish and demonstrate a high level of learning, energy and commitment. Maintain personal integrity and make decisions consistent with university values.

Selection

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields
- Experience in administration and related activities in a large organisation with complex administrative structures, policies and procedures.
- Experience in leading, managing or coordinating a broad range of quality activities, events or projects and demonstrated experience in the management of budgets.
- Experience in operating in a high-pressure diverse environment, involving face to face, phone and written issue.
- Experience providing services and support in a large organisation.

- French language skills desirable
- Knowledge, understanding and appreciation of Aboriginal and Torres Strait Island cultures and contemporary issues is desirable.

Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Growth Mindset** open to learning and new experiences, invests in development.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- Regular work outside business hours is required such as early mornings or evening work to facilitate engagement with partners and Centre events.
- Infrequent overseas travel will be required to support the coordination of events.
- Working with Children Check (refer to Recruitment Procedure)

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.