



POSITION DESCRIPTION

Position	4395 Events Officer
Work Area	Moreton Bay Campuses (Petrie and Caboolture)
Classification	Level 6
Supervisor	5136 Head, Moreton Bay Campuses

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF MORETON BAY CAMPUSES

UniSC has two campuses in the Moreton Bay region – UniSC Moreton Bay in Petrie and UniSC Caboolture. UniSC Caboolture commenced in 2018 and is co-located with TAFE Queensland. Educating over 700 students annually, UniSC Caboolture has a health and widening participation focus providing opportunities for the local community to undertake quality higher education qualifications or enabling programs in a supportive, inclusive learning environment. UniSC Moreton Bay is our newest state-of-the-art campus opened in February 2020 with over 4700 students currently enrolled. The campus is the anchor educational institution on an exciting site called “The Mill at Moreton Bay”, destined to be an innovation hub and driver of economic development for the region. The campus is on track grow to 10,000 students by 2035, becoming similar in size and scope to Sunshine Coast in the medium term. Together, UniSC Caboolture and UniSC Moreton Bay are helping the Moreton Bay region to develop a workforce and industries to meet the aspirations of the region.

PRIMARY OBJECTIVES OF THE POSITION

1. Develop, coordinate and facilitate internal and external events at UniSC Caboolture.
2. Plan and deliver key scheduled student events including having local oversight of orientation days at UniSC Moreton Bay.



3. Collaborate with a wide range of internal and external stakeholders to ensure appropriate and successful events.

NATURE AND SCOPE OF POSITION

Under the general direction of the Head, Moreton Bay Campuses, the Events Officer will develop and deliver a range of events encompassing student engagement, student recruitment, community partnerships, access and diversity, community engagement and staff events for UniSC Caboolture and be responsible for overseeing key student engagement events at UniSC Moreton Bay. These events are designed to help the university and the campuses achieve their strategic goals.

KEY ACCOUNTABILITIES OF THE POSITION

1. Develop, deliver and promote a wide range of events at UniSC Caboolture campus and key student engagement events at UniSC Moreton Bay campus.
2. Work in partnership with Student Services and Engagement (SS&E), Head of Campuses and other departments to ensure the successful delivery of events.
3. Liaise and negotiate with a variety of stakeholders internal and external to the University.
4. Responsible for the planning, coordination and organisation of events from concept to completion, within scope.
5. Responsible for resourcing, training and supervising staff, volunteers, student ambassadors and student event assistants, where appropriate.
6. Prepare and monitor event budgets and provide recommendations to relevant stakeholders.
7. Undertake risk assessments for events, ensuring compliance with WHS legislation and local campus approvals including TAFE Queensland at Caboolture.
8. Manage the administration and registrations for events.
9. Produce promotional and other written materials for events.
10. Provide reports of events where required including post-event evaluation and recommendations.
11. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful and ethical.

KNOWLEDGE, SKILLS AND EXPERIENCE NECESSARY

1. Completion of a relevant degree combined with previous experience in event coordination or an equivalent combination of relevant experience and/or education/training
2. Strong relationship management skills in order to foster partnerships with internal and external stakeholders and, communicate effectively with students from diverse backgrounds
3. Exceptional planning, organisational and time management skills to meet deadlines which often conflict and overlap
4. Strong written, verbal and digital communication and design skills
5. Sound leadership skills to supervise and coordinate staff and volunteers, including delegating tasks
6. Exercise sound judgement, take initiative and solve problems
7. Sound financial skills to set and monitor budgets, including timesheets for payroll.



8. Highly developed computer literacy, including Word, Excel, Sharepoint and event related systems (such as; Student Hub, Eventbrite and Asana)
9. Flexibility and ability to adapt to change, often within short timeframes

Additionally, in accordance with the University's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a role but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of the University.

The Events Officer may be required to work occasional early mornings, evenings and weekends.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participati