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| **Position Description** |

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| **Senior Coordinator, Student Events & Engagement** | |
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| **Position No:** | 50146442 |
| **Business Unit:** | Deputy Vice-Chancellor (Students) |
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| **Division:** | Student Experience |
| **Department:**  **Classification Level:** | Student Engagement & Employability  HEO7 |
| **Employment Type:** | Full time, Continuing |
| **Campus Location:** | Bundoora, Melbourne |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

The Senior Coordinator, Student Events and Engagement is instrumental in the design, delivery and evaluation of marquee student events at La Trobe University. The primary purpose of this position is to:

* Co-ordinate and manage the integrated, end to end development and delivery

of La Trobe’s graduation experience

* Provide specialist advice to other University departments and partners on event

management, appropriate internal policies relating to events and branding of events

conducted for the University

* Contribute to the University and Division’s strategic goals and objectives through

strategic planning and implementation of student events

**Duties at this level will include:**

* Applies theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one-off problems, to develop innovative methodologies, to analyse a situation and propose new responses or solutions or to take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
* Responsible for independently monitoring, reviewing and developing procedures in own functional area. Able to cross specialist, organisational or functional boundaries to co-ordinate actions and propose initiatives.
* Adapts procedures to fit policy prescriptions or uses theoretical principles in modifying and adapting techniques. This may involve standalone work or the supervision of others in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
* Manages staff performing a related set of functions, usually with distinct areas of expertise; including the allocation of responsibilities, review of performance, training and development of staff and development or oversight of program procedures, priorities and quality control systems.
* Develops proposals or recommendations and provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
* Provides consultancy advice to others. May be recognised within or outside a School/Division/Department or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
* Negotiates solutions where a range of interests must be accommodated, often requiring working with contributors with different areas of expertise.
* Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.

**Specific accountabilities**

* The operational management of the institutional graduations program, in collaboration with relevant University departments and domestic and international partners.
* Offering expert strategic advice to senior leaders to support program planning and event management best practice, including leading the development of scalable resource banks for partner and collaborator use.
* Complex stakeholder management including routine communication and engagement with university partners, University Executive and leadership, distinguished alumni, sub-contractors, and internal collaborators to support the promotion and delivery of the graduations program.
* Inter-departmental support of other major events on all campuses including as an advisor or delivery partner to meet the university’s strategic objectives of improved student experience.
* Development and support of direct reports in relation to program delivery, fostering talent and performance management, cultural leadership and supporting internal and external professional development opportunities.

**Essential Criteria**

**Skills and knowledge required for the position**

* Demonstrated experience in major event and project management in the tertiary sector or a

related field.

* An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
* Demonstrated management and leadership skills with successful experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
* Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
* Demonstrated high level of self-motivation and personal management skills.
* Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve problems.
* Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
* Proven experience and success in managing staff performance and development.

**Capabilities required to be successful in the position**

* Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
* Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
* Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.
* Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local practices.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

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Initials: Date: