

<b>Position Title</b>	Communications and Engagement Coordinator
<b>Classification</b>	Level 7
<b>School/Division</b>	Forrest Research Foundation
<b>Supervisor Title</b>	Director
<b>Supervisor Position Number</b>	316241
<b>Position Number</b>	322292

## **Your work area**

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The mission of the Forrest Research Foundation is to create a world-leading collaborative centre of research and scholarship in Western Australia.

The Foundation supports over 60 PhD scholars and postdoctoral fellows and their families, who bring their talents and creativity from all parts of the world to Western Australia to conduct ground-breaking research.

Our researchers pursue everything from 'blue sky research' to projects focused on commercialisation and policy.

We have no defining theme but draw researchers from across disciplines. Our essential selection criteria are excellence, engagement and curiosity.

## **Reporting structure**

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Reports to: Director, Forrest Research Foundation

## **Your role**

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As the appointee you will, under broad direction, develop and implement a communications and marketing strategy for the Forrest Research Foundation and its connection to external audiences through innovative and high impact marketing materials.

You will also be responsible for planning and delivering events for internal and external contacts. Working closely with the Program and Partnerships Coordinator, you will leverage such events to build the broader community engagement strategy of the Foundation and strengthen partnerships.

## **Your key responsibilities**

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Plan, implement and coordinate the strategic delivery of Forrest Research Foundation's communications and outreach program.

Act as the first point of contact for event hosting requests at Forrest Hall.

Plan and deliver events at Forrest Hall for internal and external contacts, including but not limited to guest lists, catering, room setup and basic IT assistance.

Work closely with the Program and Partnerships Coordinator to build and manage relationships with partners and stakeholders of the Forrest Research Foundation, including contacts from multiple universities, consulates, and industry.

Coordinate the production and delivery of marketing materials, including managing freelancers for creative work and overseeing the Foundation's online presence.

Provide responsive and friendly support to Forrest Research Foundation researchers as required.  
Other duties as directed.

### **Your specific work capabilities (selection criteria)**

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Relevant (tertiary) qualification or demonstrated equivalent competency.

Extensive relevant experience in the design and delivery of research communications and events.

Excellent written and verbal communication skills with proven ability to adapt to different audiences, build relationships, persuade and influence stakeholders.

Excellent planning and organisational skills with the ability to develop, deliver and coordinate programs, events and activities.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

### **Special requirements (selection criteria)**

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Some weekend and/or after-hours work may be required.

### **Compliance**

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Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).