



EVENTS COORDINATOR

DEPARTMENT/UNIT	Marketing and Engagement Services
FACULTY/DIVISION	Faculty of Law
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus and Monash Law Chambers

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 Law** is recognised as one of the world's leading law schools. Our excellence and service in research, teaching and external engagement has been at the forefront of legal education in Australia for decades. We pride ourselves on offering real, tangible legal experience and international study opportunities, and equipping our students with an extensive legal education.

We offer a broad teaching base, with course offerings at every level. Our dedicated Monash University Law Chambers situated in the Melbourne legal district complements our Clayton campus and the legal clinics we operate in Oakleigh and Springvale for our local communities. We believe practical experience is essential to a modern legal education. Through our clinical legal education program – the first of its kind in Australia – our students work with real clients, on real cases, under the supervision of legal experts, we pride ourselves on developing and graduating market-ready legal professionals. We have a strong international presence through our centres in Prato (Italy) and Malaysia, where we offer dedicated law units to students from Monash and other collaborating international universities.

For more information about the Faculty of Law and our Clinical Program, please visit our website at: www.monash.edu/law.

The **Marketing and Engagement Services** team supports the building of productive, sustainable, and global partnerships between the Faculty and a broad range of organisations. Its functions include domestic and international student recruitment, positioning the Faculty externally as a provider of leading edge, inspirational legal education and high impact research, managing and supporting positive relationships with alumni and industry, enhancing the student experience through work-situated placements and linkages to industry and overseas study opportunities, careers advice and support to students.

POSITION PURPOSE

The Events Coordinator plays an active role in contributing to the development, implementation and support of a range of strategic activities and events and marketing of a diverse range of activities across both internal and external audiences for the Faculty of Law. This includes supporting the Marketing and Engagement Services team by planning, coordinating and undertaking marketing activities including student recruitment, student employability, alumni and industry engagement, faculty conferences and seminars and internal staff professional development for the Faculty of Law. The position also provides support to projects and events and undertakes a variety of general administrative duties to meet the operational demands of the team.

The Events Coordinator operates with excellence in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

In addition, all staff in the Faculty are expected to contribute to work across the Faculty and participate in cross-functional project teams.

Reporting Line: The position reports to the Senior Marketing and Events Coordinator, under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan, implement and coordinate a program of complex administrative processes and systems including scheduling, providing services, co-ordinating events and marketing projects for internal and external audiences, supporting committees, producing reports and allocating resources in accordance with agreed standards and timeframes
2. Deliver high-level and effective service to clients, including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements
3. Actively participate in, develop and implement continuous improvement activities relating to practices/protocols, quality assurance standards and customer service excellence
4. Undertake the input and analysis of data, including ensuring effective security, storage and distribution of data, records and reports
5. Provide sound and timely specialist advice and support to other staff, clients and stakeholders in areas of administrative and service responsibility
6. Contribute to and support a range of processes such as policy development, governance, management decision-making, change management, compliance, quality and performance reporting
7. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to support and facilitate efficient service delivery, including event suppliers and contractors to ensure successful event delivery
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field, such as Business, Events, PR or Marketing, with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or

- an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent administration skills and a demonstrated capacity to develop and implement effective operational processes and systems
3. Excellent organisational skills, including the ability to set priorities, manage time and calmly manage multiple projects from a variety of stakeholders whilst accomplishing events within given timeframes
4. A strong commitment to excellence in customer service and a hands-on approach to service provision, working diplomatically with a wide range of stakeholders, including vendors/suppliers, external stakeholders and work colleagues
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Strong analytical and problem-solving skills
7. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues
8. Highly developed computer literacy, including experience using business software such as Microsoft Office
9. Ability to manage budgets, including responsibility for allocating amounts to individual events, and appropriate monitoring and reporting on expenditure

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- This position will involve travel to various locations, some which are not easily accessible via public transport

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.