

EVENTS AND LOGISTICS COORDINATOR

DEPARTMENT/UNIT	Water Sensitive Cities Australia / Monash Sustainable Development Institute (MSDI)
FACULTY/DIVISION	Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

Monash Sustainable Development Institute (MSDI) is committed to Sustainable Development research, translation and education. MSDI also engages across Monash to facilitate cross-faculty research partnerships that provide solutions to sustainable development challenges globally. Our expanding education focus includes postgraduate courses and PhD supervision alongside capacity development and student leadership activities. To learn more about MSDI please visit our website.

Water Sensitive Cities Australia (WSCA): Monash University has been a leader in urban water management for almost 30 years. This has included being central to the 9 year, \$120M, CRC for Water Sensitive Cities (CRCWSC) from a research and executive leadership perspective. The

WSC has been created to continue to deliver the CRCWSC's mission by building on the CRCWSC's IP, networks and impact. It uses water management as a catalyst for healthy, productive and resilient cities..

POSITION PURPOSE

The **Events and Logistics Coordinator** provides a range of event management, communication and high-level administrative services to Water Sensitive Cities Australia. They will work closely with internal as well as external national and international stakeholders to deliver targeted and engaging events, event communications and deliver efficient and timely administration support.

This role will plan, coordinate, and deliver events for WSCA. The role also undertakes targeted (traditional and social media) communications work connected to events and will support key administration functions to enhance the smooth and professional operation of the WSCA team in lead up to, and after international missions and events. Tasks can include event planning, event coordination and event administration including liaison, communications, and documentation. Other work may include support for preparation and engagement by WSCA in international missions and events, formal working groups, and overseeing preparation of itineraries, stakeholder meetings, presentations and external communications for events.

A key initial focus of the role is to support a major end of project period regional conference being organised by WSCA and to be held in 2025; and preparatory meetings and workshops (online and in person) that will precede this. The role will also lead coordination and support delivery of a clear communications and engagement plan for WSCA; and provide coordination support for external evaluation and learning processes.

Reporting Line: The position reports to WSCA International Program Manager working under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Manage and coordinate a range of events and engagement projects within strict timelines, budgets and to quality standards in accordance with university policies, procedures and strategic priorities
2. Deliver a range of complex administrative processes including scheduling meetings, producing reports, facilitating communication and workflow, producing and editing papers, briefings, presentations and other written advice, in accordance with agreed standards and timeframes.
3. Actively participate in, develop and implement continuous improvement activities relating to practices/protocols, quality assurance standards and customer service excellence.
4. Undertake event related research, analyse results, investigate options and provide recommended solutions to delegated tasks
5. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders in representing WSCA and MU, to support and facilitate efficient service delivery, including event suppliers and contractors to ensure successful event delivery.
6. Reconcile income and expenditure against budgets and administrative duties around suppliers and invoicing.
7. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field 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; and
 - experience working and communicating cross culturally, and/or international event management

Knowledge and Skills

2. Demonstrated experience in event coordination including the successful delivery and support of multiple well executed events.
3. Experience providing excellent communications and event administrative support services in a busy and complex environment
4. Strong planning and coordination skills, including demonstrated accuracy and attention to detail, ability to draft and prepare a range of documentation and appropriately handle confidential and sensitive information
5. Excellent time management and organisational skills with the ability to set priorities and meet deadlines
6. Experience using project management software to plan and coordinate events, and capacity to support diverse team members and contractors working on project delivery
7. Demonstrated ability to work as an effective member of a team and ability to exercise independence, judgement and initiative
8. Excellent analytical and problem-solving skills
9. Excellent written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
10. Highly developed computer literacy, including experience using business software, including competency in use of Google suite, and Click Up (or similar project management software)

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University will 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

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.