

POSITION DESCRIPTION



Position	Events Producer
Level/Classification	HEW0707
Reports to	Senior Manager – Event Services & Partnerships
Unit	Engagement & Experience
Directorate	Marketing & Communications Office
Positions Supervised	Nil

Position Purpose

The Events Producer is responsible for the delivery of events including initiating, developing, implementing, and evaluating activities that enhance the reputation of Murdoch University and support the operational objectives of the event team. This role will focus on the Murdoch University Conference Centre and a portfolio of internal events and be required to coordinate the efforts of multi-disciplinary teams and work closely with external partners and clients.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

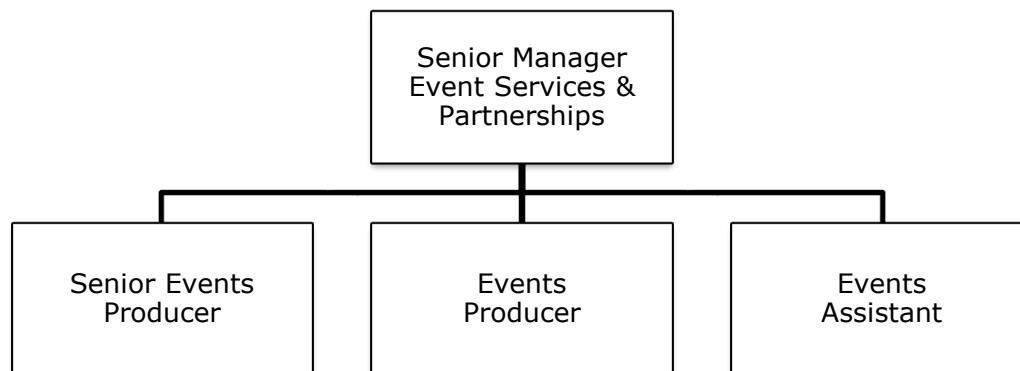
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Marketing & Communications Office support activities that enhance the reputation, recruitment and engagement of staff and students. The Events function within the Engagement & Experience team support high profile, complex events and act as an advisory function for other events held within the University.

Reporting Relationships



Key Responsibilities/Duties

1. Lead the development, growth, and operation of the Murdoch University Conference Center, working closely with the Senior Manager and colleagues.
2. Lead a portfolio of University events and external event bookings, coordinating multi-disciplinary activities across the University.
3. Provide advice and support for senior stakeholders at University events as required to deliver high-quality experiences.
4. Support in the delivery of other major University events through the planning and delivery of suitable activities that align to the University's strategic goals.
5. Develop and implement a robust events network across the University to ensure that common practices and procedures are being adhered to, standards are maintained, and good practices are shared between event professionals.
6. Build effective relationships with event partners such as community groups, corporates and professional associations.
7. Contribute to improving the University events function, working with key stakeholders to analyse performance and identify new ways of engaging with key audiences.
8. Manage all aspects of allocated events, including client liaison, invitations, staff requirements, order of proceedings, production schedules, logistical requirements, catering, protocols, follow up and evaluation.
9. Undertake administration tasks for allocated events, including detailed project plans, risk management forms, creation of event budgets, and adhering to internal financial and administrative compliance processes.
10. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

1. Tertiary qualification in Events Management, Project Management, Marketing or related field, with a minimum of 5 years' experience and/or extensive relevant experience.
2. Experience in managing the delivery of a variety of small to large scale events, some of which involve high-profile activities and/or individuals.
3. Ability to use initiative, assume responsibility for tasks and projects, and to resolve problems as they arise.
4. Demonstrated experience of managing budgets, contract management, and identifying opportunities to make cost efficiencies without compromising quality.
5. Demonstrated experience with event sales, functions coordination, and multi-venue facilities.
6. Demonstrated high level of computer literacy and proficiency using software such as Microsoft Office applications and specialised software programs.
7. Highly effective communication, negotiation, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff and clients.
8. Highly developed project management skills and demonstrated ability to manage multiple projects and meet deadlines.

Desirable

1. Experience in a similar position in an University or large organisation.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Occasional overseas/interstate travel/travel within the state may be required.
3. Some after hours work and weekend work may be required.
4. Current "C" class driver's licence.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity

- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.