

POSITION DESCRIPTION



Position	Events Coordinator
Level/Classification	H0505
Reports to	Communications Manager
Unit	Harry Butler Institute
Directorate	Research and Innovation
Positions Supervised	Nil

Position Purpose

Reporting to the Communications Manager, the Events Coordinator supports the delivery of University academic conferences; including administration and implementation of effective events and activities that enhance the reputation of the University and support recruitment and retention objectives.

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.

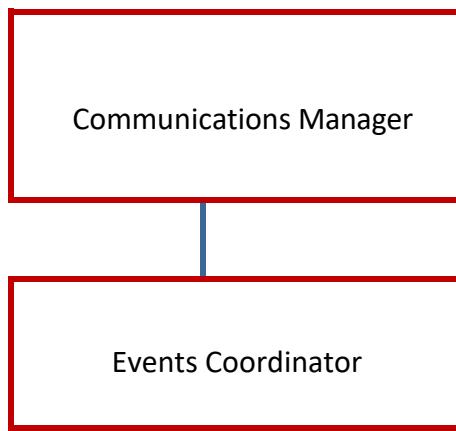
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Harry Butler Institute is one of the four Murdoch University research institutes. The Institute fosters a collaborative research environment, driving innovation for a sustainable future. Partnering with industry, government, and community, we address current and future environmental challenges through translational research and hands-on engagement. Our expertise spans terrestrial, aquatic and marine ecology, biosecurity and One Health, and resource and waste management.

The primary objective of the Harry Butler Institute is to drive transformative research that advances environmental sustainability, delivering practical, evidence-based solutions through partnerships with governmental, industry and community.

Reporting Relationships



Key Responsibilities/Duties

1. Deliver University conferences, by providing administrative support to implement suitable activities to align with the University's strategic directions and goals.
2. Administer effective relationships with event partners such as community groups, corporates, and professional associations.
3. Contribute to improving the University events function, working with key stakeholders to analyse performance and identifying new ways of engaging with key audiences through events.
4. Provide administrative support to all aspects of allocated events, including invitations, order of proceedings, logistical requirements, catering, protocols, follow-up and acquittal.
5. Ensure events are consistent with the University's brand positioning and strategic direction.
6. Work closely with senior stakeholders to ensure all events with high profile attendees are coordinated to an exemplary standard.
7. Maintain high levels of awareness among university colleagues of all events taking place on campus.
8. Develop and update content for all events related activities and advice on the University/Conference website.

9. Ensure an integrated approach to event delivery, working effectively with Marketing and Professional Conference Organisers across event organization, content, production and marketing requirements.
10. Provide administration support to production schedules throughout planning, development and implementation stages.
11. Undertake administration tasks as required for allocated events, including marketing, correspondence and creating meeting agendas and document minutes.
12. Ensure adherence to brand governance in the production and delivery of all Murdoch University events.
13. Carry out and assist with other duties as required.

Selection Criteria

1. Completion of tertiary qualification in a relevant field or minimum of 2 years' relevant experience in administration.
2. Experience in administration of a variety of small to large scale events, some of which involve high-profile activities and/or individuals.
3. Experience in administration and customer service in the context of events management.
4. Demonstrated high level of computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and specified University software programs, including Microsoft TEAMS and Microsoft SharePoint.
5. Good communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff of the organisation.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Current "C" class driver's licence
3. Ability to work outside of normal office hours when required.
4. Ability to set up and pack down event equipment, which may involve occasional manual handling and lifting of items up to 15 kgs.

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.