

POSITION DESCRIPTION



Position	Events Assistant
Level/Classification	H0404
Reports to	Senior Manager Event Services & Partnerships
Unit	Event Services & Partnerships
Directorate	Marketing & Communications Office
Positions Supervised	Nil

Position Purpose

The Events Assistant provides administrative and operational support in the planning, coordinating, and delivery of university events and commercial bookings, ensuring activities are delivered efficiently, in line with Murdoch University policies, and support the University's strategic priorities. The Events Assistant contributes to end-to-end event delivery, including coordination of logistics, administration assistance, internal and external stakeholder communication, and on-the-day operational support for a range of internal and external events.

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:

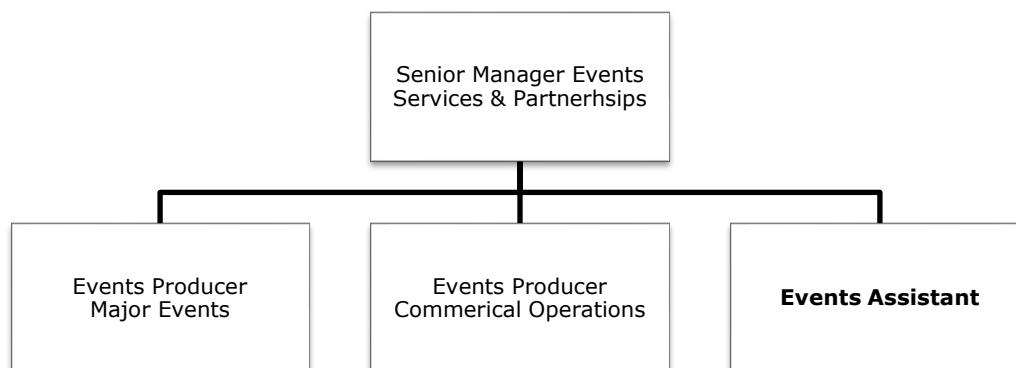
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

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 & Partnerships 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. Provide administrative support across the planning, delivery, and reconciliation of events.
2. Assist with preparation of event documentation including event briefs, run sheets, and key event documentation.
3. Process invoices, purchase orders, and support with the financial tracking for events as per established processes.
4. Assist in coordinating venues, suppliers, and event logistics (e.g. AV, catering, signage).
5. Provide on-site event support including registration desk, guest management, and coordination.

6. Support the back of house operational activities to ensure smooth event delivery, setup, and pack down.
7. Respond to event and customer issues and escalate as required.
8. Support delivery of events in line with university policies and procedures including event approval processes, procurement and financial controls.
9. Assist in maintaining documentation and records required for compliance and reporting.
10. Follow established processes to manage risk, safety, and accessibility considerations.
11. Contribute to continuous improvement of event processes, templates and tools.
12. Support broader activities of the Events Services & Partnerships team as required.
13. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

1. Minimum of two (2) years' experience in a similar administrative or event support role.
2. Aptitude for financial administration (e.g. processing invoices, tracking expenses).
3. Ability to use initiative, assume responsibility for tasks and projects, and to resolve problems as they arise.
4. Ability to work collaboratively and provide effective stakeholder support.
5. Strong written and verbal communication skills.
6. Demonstrated high level of computer literacy and proficiency using software such as Microsoft Office applications and specialised software programs.

Desirable

1. Experience in a university or complex organisation.
2. Experience in supporting the planning and delivery of small to large scale events.
3. Highly effective communication, negotiation, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff and clients.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Occasional travel may be required (overseas, interstate and travel within the state of WA).
3. Ability to work outside of normal office hours when required (after-hours and weekend work will be required to fulfill the requirements of the role)
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.