



APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

Position Title:	Events Assistant
Office:	Events Office, Fremantle Campus
Level:	Level 3, Step 1 \$53,328 per annum
Type:	Full-time, Continuing

To ensure you understand the position for which you are applying, and requirements of the application process, please read the following information carefully:

1. About the University and The *Objects* of the University;
2. Catholic Intellectual Life for Prospective Staff;
3. Duty Statement;
4. Selection Criteria;
5. General Information; and
6. Application Cover Sheet.

To apply for the position, please ensure that your application include the information as required on the University website <https://www.notredame.edu.au/about/employment/how-to-apply>

ABOUT THE UNIVERSITY AND THE *OBJECTS* OF THE UNIVERSITY

The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney.

The *Objects* of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of;
 - (i) teaching, scholarship and research;
 - (ii) training for the professions; and
 - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

The Catholic Faith

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is '*sanctification*': making the world holy; bringing people to God through Jesus Christ.

Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of *activities and works*; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's *moral teaching*—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some *understanding* of the Church's position, particularly as it reflects our own work and life, and a *genuine respect* for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.



**EVENTS OFFICE
FREMANTLE CAMPUS**

DUTY STATEMENT

**EVENTS ASSISTANT
(Level 3, Full-time)**

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position is located within the Division of Admissions & Student Services, Fremantle Campus and is accountable to the Event and Venue Coordinators and the Executive Director, Division of Admissions & Student Services.

The duties of this position include, but are not limited to:

1. assisting the Events Coordinator with the setting up events on campus for the Vice Chancellery, Schools and other Offices;
2. assisting the Venue Coordinator to ensure that the external and internal bookings are processed accurately and in a timely manner;
3. assisting with establishing purchase agreements with food, beverage and catering suppliers;
4. preparation of hospitality for events in accordance with relevant guidelines;
5. providing administrative support including assisting with completing documentation and seeking relevant approvals;
6. providing support and assistance with the coordination of internal and external functions after hours;
7. assisting with all aspects of event logistics including liaising with Campus Services, Schools and Offices and ensuring venues are prepared and set up for bookings,
8. ensuring compliance with Occupational Health and Safety standards and guidelines including identifying, assessing and controlling health and safety risks in the workplace; and
9. other duties as directed by the Executive Director, Division of Admissions and Student Services, or delegate.

SELECTION CRITERIA

ESSENTIAL

1. Strongly committed to and supportive of the Objects of the University.
2. Current Drivers Licence

Qualifications and Experience:

3. Completion of Year 12 with relevant work experience or an equivalent combination of relevant experience and/or education/training.

Knowledge, Skills and Abilities:

4. High-level of interpersonal and communication skills, both written and verbal, including demonstrated ability to communicate effectively and persuasively with a diverse range of people.
5. Demonstrated experience and skills with Microsoft Office, internet browsers, and web-based applications.
6. Demonstrated effective time management skills; the ability to work under pressure, deal with multiple and urgent priorities and independently plan and project manage work flows.
7. Demonstrated experience in administration and events with excellent attention to detail.

GENERAL INFORMATION

SALARY RANGE

UNDA 2018 General Staff Salary Scales (Full Time Equivalent):
Higher Education Worker Level 3, Step 1 \$53,328 per annum
Plus 12% superannuation and 17.5% annual leave loading.

APPOINTMENT

This appointment is a full-time (37.5 hours per week) continuous contract which includes a six month probationary period.

APPROXIMATE STARTING DATE

As negotiated with successful applicant.

LOCATION

Events Office
The University of Notre Dame Australia
Fremantle WA 6160
<http://www.notredame.edu.au/current-students/get-help/campus-maps>

ENQUIRIES ABOUT THE POSITION

Note: This is not to be used for submission of applications

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Mia Schaefer-Zaicz, Venue Coordinator:

Phone: (08) 9433 0572, Email: mia.schaefer-zaicz@nd.edu.au

CLOSING DATE FOR APPLICATIONS: No later than 9.00am Monday 12 November 2018

The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

Shortlisted candidates will be contacted by telephone to arrange an interview.

No further correspondence will be forwarded to unsuccessful applicants.

All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office otherwise your application may not be considered.

SUBMITTING YOUR APPLICATION

To apply for the position, please ensure that your application include the information as required on the website <https://www.notredame.edu.au/about/employment/how-to-apply>

Please ensure you submit the following attachments in PDF format as part of your application

- The application cover sheet
- Covering letter
- Resume
- Selection criteria
- Qualifications
- Evidence of your legal right to work in Australia
- Other clearances (if applicable)

Applications should be emailed or faxed:

Email: jobs@nd.edu.au

Fax: 08 9433 0544

Postal applications should be addressed to:

Staffing Office

The University of Notre Dame Australia

PO Box 1225

Fremantle WA 6959

Thank you for your interest in employment at The University of Notre Dame Australia

APPLICATION COVER SHEET

POSITION DETAILS

Position Title

School/Office

Where did you learn of this vacancy?

Seek

The West

The Australian

Campus Review

UNDA Website

Other (please specify)

APPLICANT DETAILS

Title

Mr

Mrs

Ms

Miss

Dr

Prof.

Assoc Prof

Given Names

Family Name

Postal Address

Suburb

State

Postcode

Phone Numbers

Home

Work

Mobile

Other

Email Address

Resident Status: (please attach evidence)

Visa Type: (please attach evidence)

Visa Expiry Date

Are you an existing UNDA employee?

Yes

No

Do you give permission for UNDA to verify your visa status with the Department of Immigration & Citizenship?

Yes

No

Do you give permission for UNDA to contact your referees?

Yes

No

Do you wish to be considered for similar vacancies at UNDA?

Yes

No

ATTACHMENTS

Resume

Yes

No

Covering letter

Yes

No

Selection criteria

Yes

No

Qualifications

Yes

No

Other clearances (if applicable)

Yes

No

SIGNATURE

Applicants Signature

Date

ACKNOWLEDGEMENT

Thank you for your application and for your interest in employment with the University of Notre Dame Australia.

- All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office. Otherwise your application may not be considered.
- The short-listing process is usually completed within 2 weeks of the closing date.
- If you have not been contacted within this timeframe, unfortunately you have not been successful in being short listed for an interview & no further correspondence will be forthcoming.
- The University reserves the right to appoint by invitation or make no appointment at all.