Events Manager
Marketing & Communications
Sydney Campus

Candidate information pack
notredame.edu.au
ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

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.

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment
POSITION DETAILS

Position title  Events Manager
School/Office  Marketing & Communications
Location  Sydney Campus - Broadway
Employment type  Full-time, Continuing
Remuneration  $108,320 - $121,200 pa (Level 7/8), inclusive of $95,569 - $106,933 salary pa, 12% superannuation and 17.5% annual leave loading
Closing date  7 November 2019

About the role
You will play a vital role for the University managing major student, stakeholder, fundraising and marketing events. You will be instrumental in identifying new strategic and creative opportunities to support Notre Dame’s growth in Sydney and beyond.

Enquiries about the role
For further information about the role, please contact the Office of Marketing & Communications on 8204 4409.

How to apply
Submit your application via SEEK.

Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.

For further information on how prepare your application visit notredame.edu.au/about/employment/how-to-apply
**DUTY STATEMENT**

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 reports to the Executive Director, Marketing & Communications, Sydney.

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

1. Managing key functions and events to promote and enhance the image of the University, including:
   - Key fundraising, Alumni and development events and functions, including, launches, celebrations, cocktail parties, anniversaries.
   - Key prospective student events, including Open Day, Information day and any other events or functions for the purpose of promoting the University to prospective students.
   - Key internal University events, including Graduation, Awards Ceremonies, Orientation day – and key academic events such as conferences and notable visiting speaker events.
   - National Governance events, such as Board/Governance events, and events organised by Board(s), the Sydney Engagement Advisory committee, or any other Board Committees.
   - International student events
   - Alumni and donor events at a global level to enhance the profile and reputation of the University.

2. Operational coordination and delivery of functions and events including:
   - Being present at functions and events (at times out of office hours), and meeting and greeting visitors, to ensure that the University is presented in the most professional manner possible.
   - VIP management, coordination, seating and location.
   - Coordinating and ordering all supplies related to events and coordinating staff for functions.
   - Overseeing venue bookings process for internal and external events including general administration for venue bookings and university hosted events.
   - Liaising with University Staff including Campus Services logistics staff, cleaning staff and security.
   - Identifying suitable venues, both on-campus, off-campus and (as required) nationally and overseas.
   - Effective management of functions and events costing/budgeting.
   - Developing and maintaining functions and events procedures.
   - Coordinating a calendar of events that governs the operation of functions and events for the Sydney Campus.
   - Responding to, or coordinating timely responses to requests for internal and external event requests.
• Effective prioritising and management of a range of tasks, and plan and execute workflows to meet deadlines

3. Providing strategic input and recommendations to ensure the University delivers vibrant events and functions that support the strategic priorities, including;
   • Reviewing and driving continuous improvement initiatives for delivering high quality event experiences.
   • Advising and making recommendations to optimise events and functions to achieve University strategic priorities (i.e. fundraising, community building, prospective student enrolment/conversion).
   • Assisting with the delivery of marketing and communication materials relating to events and functions, including event follow-up.
   • Advising on best practice for vibrant and engaging events, including future development and optimisation.
   • Managing data-base and post-event reporting and outcomes achieved, including facilities utilised, costs incurred and income received (for external bookings) together with an overview of organizations and affiliations.
   • Ensuring compliance with relevant University policies and guidelines.
   • Providing information, support and business cases, relating for relevant areas of the University website.

4. Deliver innovative events, tradeshows, conferences, exhibitions that achieve successful outcome delivery experience throughout each country/destination to meet international recruitment goals

5. Plan events that support a global University profile and engagement goals and successfully work with global partners, etc

6. Coordinating & managing third party event suppliers, merchandise suppliers and food/beverage providers.

7. Leading a team of permanent/casual event staff & supervisors to ensure that the highest level of service & standards are met.

8. Attending, leading and contributing to relevant meetings and Committees.

9. Staff management, including recruitment, performance review and on-going management.

10. Other duties as required by the Director, Marketing and Communications, Sydney or the Deputy Vice Chancellor Corporate.
ORGANISATIONAL CHART

EXECUTIVE DIRECTOR, MARKETING & COMMUNICATIONS

- Marketing Manager
- Events Manager
- Director, Prospective Students Office

SELECTION CRITERIA

Essential
1. Supportive of the Objects of Notre Dame as a Catholic University.

Qualifications and Experience:
2. A relevant higher degree with relevant professional experience in a similar role.

Knowledge, Skills and Abilities:
3. Demonstrated knowledge and experience for delivering high quality events and functions.
4. Evidence of effective planning, leadership and team building skills.
5. Exhibit highly refined communication and interpersonal skills.
6. Ability to prioritise and manage a range of tasks simultaneously, while maintaining attention to detail.
7. Creative thinker with the ability to influence and drive change to showcase Notre Dame.

Desirable
1. Previous experience with fundraising, advancement or alumni relations in an educational or tertiary institution.