

ADVANCEMENT OFFICE

www.advancement.uq.edu.au

Position Description | Centenary Events Officer

Organisation Unit	Advancement Office
Reference Number	3021041
Type of Employment	Fixed Term, Full-Time for 11 months
Classification	HEW 6
Remuneration	<p>A salary package consisting of:</p> <p>\$57,154 - \$61,589 per annum base salary (FTE) \$62,298 - \$67,132 per annum which includes 9% employer superannuation contribution (FTE)</p> <p>Staff entitled to 9% employer contributions may make voluntary before-tax (ie salary sacrifice) or after-tax contributions to their superannuation.</p> <p>Other options for salary sacrifice include a motor vehicle, laptop computer, campus car parking and "in-house" benefits.</p>
Closing Date	13 September 2009
Further Information	<p>For further information, please contact Ms Nicole Zanyat, Finance & Administration Manager on +61 7 3346 3925 or email advancement.office@uq.edu.au</p>

Background

Organisational Environment

The Advancement Office is responsible for leading and coordinating activities and services that help to raise the profile of The University of Queensland to members of our community who include alumni, donors, corporate and industry partners and current and prospective donors. The Advancement Office supports the University's vision, mission and goals by raising awareness of the University and its work, generating financial assistance and providing services to the University's key stakeholders.

Information for Prospective Staff

Information about The University, State of Queensland, living in Brisbane and employment at the University is at the University's website (<http://www.uq.edu.au/>). For a comprehensive guide to family friendly work practices and services visit the Work and Family website at <http://www.uq.edu.au/equity/index.html?page=11661>.

Duty Statement

Primary Purpose of the Position

The Centenary Events Officer will oversee the coordination of major events that provide an opportunity for the University to engage with alumni communities throughout Australia and internationally, in particular supporting organisation of key events being held during the Centenary Alumni Reunion Weekend 2-4 July 2010. This role involves:

- Providing high-level client services to students, staff and alumni of the University.
- Overseeing coordination of a series of high-level alumni events in Brisbane, interstate and overseas.
- Providing high-level events management for the Centenary Alumni Reunion Weekend, in particular overseeing coordination of key events taking place that weekend.
- Developing administrative and financial policies and procedures to support the events management process.

Duties

Under the direction of the Deputy Director, Alumni and Community Relations the Centenary Event Officer's responsibilities include, but are not limited to:

- Detailed planning and organisation of a series of alumni events being planned for Centenary, including preparing invitee lists, organising the design and distribution of invitations, liaising with external service providers such as caterers and provision of general advice on protocol.
- Providing internal client service and advice to UQ staff.
- Supporting the marketing and promotion of Centenary alumni events to target audiences external to the University, and within the University (for example students and staff).
- Using the Raiser's Edge database for events management.
- Developing policy and guidelines relating to events management.
- Developing evaluation reports and surveys post-event.

Reporting Relationships

The position reports to the Deputy Director, Alumni and Community Relations.

Selection Criteria

Qualifications / Experience

Essential

- A degree in events management related areas and relevant experience, or an equivalent combination of training/education and experience.
- Demonstrated experience in events management for a wide range of stakeholders including planning, administration, budgeting and liaising with high-level officials.

Knowledge and Skills

Essential

- Demonstrated high-level written, oral and interpersonal communication skills.
- Demonstrated organisational/time management/project management skills.

Personal Qualities

Essential

- A strong orientation to the provision of a high-level of client service.
- Attention to detail and accuracy.
- A high-level of initiative.
- Ability to work cooperatively and constructively with individuals from diverse backgrounds.

Application

Applications must consist of the following:

1. Covering Letter The covering letter should include the vacancy reference number, your contact address and telephone number. It is an opportunity in not more than one page to introduce yourself and highlight the key reasons you should be considered for the role.
2. Resume or Curriculum Vitae A resume is a brief history of your employment and experience that covers the following areas:
 - Educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the title of the institution attended.
 - Employment history in chronological order, starting with current position and specifying dates of employment, title of each position, name of employer, main duties or accountabilities and achievements.
 - The names and contact details (address, telephone, fax and e-mail) of three referees, including if possible a senior person (preferably your supervisor or the head of your organisational unit) closely associated with your current work.
3. Selection Criteria A statement addressing how each of the selection criteria have been met is required to assist the Selection Committee determine whether you have the relevant qualifications, knowledge/skills, experience and personal qualities.

Applications are to be sent to:

Ms Nicole Zanyat

Finance & Administration Manager
Advancement Office
The University of Queensland
Brisbane QLD 4072

Or email:

advancement.office@uq.edu.au

Please note:

- Applications should be typed.
- Do not send applications that are bound or enclosed in plastic or manila folders.
- Simply staple the application at the top left hand corner.
- Retain a copy for your reference because the University does not return copies to applicants.

Selection Process

A Selection Committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria at the highest levels. They will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly.

An invitation to attend an interview provides an opportunity to provide further information to the Selection Committee to substantiate your claims against the selection criteria or demonstrate your capabilities. Please note that for some positions interviews may be conducted by teleconference in the first instance.

The Selection Committee will subsequently seek referee reports, if not sought prior to interview, before making a decision to make an offer of appointment to the preferred candidate. The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work, behaviour in the work place and suitability for the position. Referee reports may be sought orally, or for academic staff, in writing by post or e-mail.

Referees should normally include current supervisors or and/or managers. A referee must be able to comment on your work experience, skills and performance with respect to the selection criteria. Referee checks conducted after the interview process can sometimes delay notification of the successful candidate and other interviewees.

If you are the preferred candidate, you will receive a written offer of appointment to the position. Do not take any action, such as resigning from your current position, before you receive a **written offer** of appointment.

**The University of Queensland
is an equal opportunity employer.**

Smoking is prohibited in all University buildings.