

POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: ICT Illawarra Facilitator Level: 5

Faculty/Division: Research & Innovation Division Department/Location: Innovation & Commercial Research

Primary purpose of the position:

The ICT Illawarra (ICTI) Facilitator provides administrative and facilitative support to the Illawarra ICT cluster (www.icti.org.au). The ICTI is a joint initiative of the University of Wollongong, NSW State Government and Wollongong City Council (stakeholders) and aims to provide networking and growth opportunities for the local ICT industry. ICT Illawarra is member based, not-for-profit organisation. Activities ICTI undertake include corporate luncheons, industry networking events and training and participation at major industry exhibitions such as CeBIT.

The ICTI Facilitator is appointed 12 hours a week (across 2 days a week) to facilitate the planning, operations and reporting of the cluster and is accountable to the UOW Director Innovation and Commercial Research, the board of ICTI and stakeholders

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Provide a point of contact for ICTI members and stakeholders regarding enquiries, correspondence and events.	5%	<input type="checkbox"/>
2. Effectively market ICTI events, activities and capabilities through the production of regular media releases, promotional fliers, website updates and the use of social media platforms. Maintain relationships with local media and where necessary national and international media to ensure the ICTI message is clearly communicated to key target groups and communities.	40%	<input type="checkbox"/>
3. Organise ICTI meetings and activities including sourcing venues and necessary resources, coordinating guest speakers, design and distribution of promotional materials, coordinating registrations, financial reconciliation and all associated tasks.	40%	<input type="checkbox"/>
4. Facilitate connections and networking opportunities between ICTI members, stakeholders and the Illawarra business community.	10%	<input type="checkbox"/>
5. Coordinate and present appropriate reports, including preparing meeting agenda and minutes, to Board Meetings,	5%	<input type="checkbox"/>
6. Maintain and implement an agreed program of of ICTI events and business development, ICTI website, membership database.	Ongoing	<input type="checkbox"/>
7. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	<input type="checkbox"/>
8. Observe principles and practices of Equal Employment Opportunity	Ongoing	<input type="checkbox"/>
9. Have WH&S responsibilities, accountabilities and authorities as outlined in the	Ongoing	<input type="checkbox"/>

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Commercialisation Manager (Medical Devices, ICT, Education, Creative Arts & Media)

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- High level organisation/coordination/event management and marketing skills
- High level written communication skills with a demonstrated ability to prepare marketing material, reports and correspondence of a high standard.
- Demonstrated skills in the area of Board/Committee administration and Board Executive support, including though not limited to preparation of agendas, minutes, reports and similar.
- Strong interpersonal, negotiation and stakeholder relationship skills

Desirable:

- Experience in the ICT industry or a high level of awareness of ICT industry issues and trends

SELECTION CRITERIA - Education and Experience:

Essential:

- Demonstrated experience in administration positions including the preparation of reports and financial statements
- Relevant tertiary qualifications in marketing and/or ICT an equivalent combination of education and training
- Demonstrated experience in marketing and event management

Desirable:

- Experience in supporting committee based organisations, especially during establishment and growth phases

Personal Attributes:

Demonstrated discretion, confidentiality and tact
Highly organized, articulated and with strong initiatives
Can-do attitude and excellent in execution

Special Job Requirements:

Certain ICTI events are held in the afternoon and evening and these occur approximately 6 times per year. It is a requirement that the ICTI Facilitator attends these events

Organisational Chart:

Please attach an up to date organisational chart to this position description.

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____