

MANAGER COMMUNICATIONS AND EVENTS POSITION DESCRIPTION

Position Title:	Manager Communications and Events	Position Number: 10441	Faculty/Division: Division of the Vice-Chancellor and President
Classification:	HEO 6	No. Direct Reports & Highest Classified Position: 0	School/Branch: External Relations
FTE: 0.6	Reports to: Executive Director	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Don Dunstan Foundation
Position Summary:	<p>The Don Dunstan Foundation (DDF) is committed to addressing social inequity through raising public awareness of the issues and providing academic research and opinion to inform the way in which such issues are addressed. This is done through projects, commissioning research, running public events and making recommendations to decision makers. The Foundation is a not for profit organisation with DGR status and is legally constituted.</p> <p>The Manager Communications and Events works under general direction in a small client-centred, multi-skilled team. The incumbent will focus on building the organisation's brand through public communications and through providing support to projects aligned to the DDF's strategic plan. The role includes the active identification of opportunities to promote the Don Dunstan Foundation including the building of relationships with donors and stakeholders and furthering collaborative ventures. The position also includes planning and managing various types of events from conferences to orations. This role provides high level, professional support to the Executive Director.</p>		
Position Characteristics:	Scope	The DDF operates with a small team to build a strong profile and funding base. The strategic communications and public events program of the DDF are critical supports to the achievement of this profile.	
	Significant internal/external relationships	<ul style="list-style-type: none"> ▪ Board of Trustees, and Board of Management of the DDF ▪ The Foundation's stakeholders include representatives from state and federal government, the Premier, and other ministerial officers; academics and other researchers, philanthropists; commercial interests; donors; the community sector; the general public ▪ The Offices of the Vice Chancellor, University of Adelaide and Flinders University ▪ Representatives from Schools/Departments and Faculties of the University of Adelaide, Flinders University ▪ Services and Resources: including ITS, Finance, HR, Marketing and Communications 	
	Special conditions	<ul style="list-style-type: none"> ▪ Reasonable workplace adjustments will be made for people with a disability ▪ Out of normal working hours may be required ▪ Inter/intra state travel may be required 	
	Delegations	Delegations according to the Delegations Table	

Key Responsibilities and Outcomes Describe the key responsibilities and outcomes required for the role in the normal course of work	1	Communications	<ul style="list-style-type: none"> ▪ Contribute to the development of the strategic profile of the Don Dunstan Foundation ▪ Support the establishment of the public communications of the DDF ▪ Develop concepts and translate them into communication strategies ▪ Develop a system of communications using print, electronic and social media ▪ Liaise with bodies to achieve appropriate publicity and profile ▪ Maintain and update the DDF's website and social media initiatives
	2	Financial management	<ul style="list-style-type: none"> ▪ Support the DDF's budgeting and accounting processes as they relate to select strategic projects ▪ Monitor cost, efficiency and a range of strategic KPIs and report to the Executive Director and team; recommend efficiency improvement possibilities and take action as appropriate ▪ Assist Executive Director in improving the financial base of the Foundation
	3	Administrative support services	<ul style="list-style-type: none"> ▪ Co-ordinate program areas including contribution of potential initiatives, report of outcomes and communicating with clients
	4	Executive support	<ul style="list-style-type: none"> ▪ Contribute to the efficiency of the Executive Director through the provision of competent professional support ▪ Develop and edit reports, correspondence and promotional materials ▪ Undertake investigations to inform the DDF's decision making and strategic planning
	5	Sponsorship, event management and client engagement	<ul style="list-style-type: none"> ▪ Assist in the identification of opportunities to raise awareness of the DDF and to promote engagement and relationship building with donors and stakeholders ▪ Initiate, plan and manage the staging of events for a discrete portfolio of clients and assist with others as required ▪ Build positive client relations through professional engagement with stakeholders in relation to strategic projects
	6	Project management and delivery	<ul style="list-style-type: none"> ▪ Co-ordinate project and work plans for aspects of the DDF Strategic Plan ▪ Provide business support to projects aligned to the DDF's strategic plan ▪ Plan and execute a range of DDF programs with support and general direction ▪ Investigate background information in support of projects ▪ Maintain records of the processes involved in each project and event undertaken
	7	Volunteer management	<ul style="list-style-type: none"> ▪ Coach, supervise, coordinate and assist volunteers in accordance with the strategic projects
Criteria	Capabilities and Behaviours	Communication	<ul style="list-style-type: none"> ▪ Adapts style and content of communication of ideas and information to match the audience. ▪ Uses appropriate communication methods for effective interactions with a preference towards personal interactions. ▪ Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood. ▪ Persuasive and confident in communicating ideas. ▪ Negotiates win-win outcomes by exploring different positions and building consensus.
		Business Acumen	<ul style="list-style-type: none"> ▪ Understands and applies commercial principles to own area of business. ▪ Knows marketing process, from assessing market needs to marketing products and services. ▪ Understands legal and commercial frameworks required in a business team.
		Relationship Building	<ul style="list-style-type: none"> ▪ Respectfully interacts with people from diverse backgrounds and experiences. ▪ Shows tact and diplomacy in dealing with people. ▪ Builds trust in relationships through maintaining confidentiality and keeping commitments. ▪ Builds rapport by making informal contacts in own and other work areas.

	Strategic Thinking	<ul style="list-style-type: none"> Supports others in discriminating between important and essential activities. Identifies the broader impact of problems in own work area and acts to minimise or address these. Understands the contribution of operational actions to the strategic goals.
	Teamwork	<ul style="list-style-type: none"> Provides appropriate information, support and encouragement to enable successful task completion. Actively participates in team meetings through sharing ideas and contributing to discussions. Accomplishes shared goals through accepting joint responsibility. Supports team members to achieve their goals by sharing workloads. Exercises tact, tolerance and humour to promote team harmony.
	Knowledge and Experience	<ul style="list-style-type: none"> Demonstrated experience in managing communications, in a results driven and continuously improving environment. Experience in event/project management including budget and financial reporting. Demonstrated competency in the use of computer applications and databases and a willingness to learn new programs as required. Demonstrated conceptual ability and general research skills. Demonstrated writing skills across a range of applications from grant applications and formal letters to social media. Strong organisational skills to manage concurrent projects, work within budget and meet timeframes and provide timely reports. Demonstrated ability in the provision of administrative or executive support. Demonstrated experience in written and oral communication, including the provision of clear, concise, client focused information in an appropriate format.
	Qualifications	<ul style="list-style-type: none"> Degree qualification and/or relevant experience in marketing or communications and event or project management.
Work Health, Safety and Wellbeing Requirements		<ul style="list-style-type: none"> All Supervising staff are required to implement and maintain the University's Health Safety and Wellbeing (HSW) Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.
University Expectations		<p>All staff are expected to:</p> <ul style="list-style-type: none"> Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; Perform their responsibilities in a manner which reflects and responds to continuous improvement; and Read, understand and comply with all University policies and procedures.
Approvals: Head of School / Branch Manager	Head of School / Branch Manager Name: Signature: Date:	Director Human Resources Name: Signature: Date:
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:	