

POSITION DESCRIPTION

POSITION TITLE:	Manager, Community Engagement and Events
CLASSIFICATION:	AO7
RESPONSIBLE TO:	General Manager, Corporate Affairs & Fundraising
LOCATION:	Herston

POSITION OBJECTIVES

To increase community and stakeholder awareness of, and donor engagement with, QIMR Berghofer as Queensland's world-leading medical research institute. The Manager, Community Engagement and Events leads the organisation's' community engagement program, including public and internal events, speaking engagements, high school education experiences, and community and consumer involvement activities.

ORGANISATIONAL CONTEXT

QIMR Berghofer is a statutory body under the *Queensland Institute of Medical Research Act (1945)*. QIMR Berghofer Medical Research Institute proudly serves the people of Queensland with better health and wellbeing through impactful medical research. Our collaborative research programs address the foremost health challenges of our time. Our research responds to health challenges arising from social and environmental factors and aims to advance Aboriginal and Torres Strait Islander health equity.

QIMR Berghofer has a vision to lead the way to significant innovation in health outcomes, nationally and globally. We are committed to supporting ground-breaking research discoveries, achieving sustainability and conducting impactful research.

The Institute focuses its research within four key Programs:

- Cancer Research
- Infection & Inflammation
- Brain and Mental Health
- Population Health

Our Professional Services are organised into departments that provide specialist support for the conduct of internationally competitive research programs and projects. These include People and Culture; Business Development; Finance & Administration; Information & Facilities; Corporate Affairs and Fundraising; Scientific Services; Legal; Research Governance and Funding; Corporate Risk, Governance and Compliance; Growth and Partnerships; and Strategic Planning.

QIMR Berghofer promotes a *Working Better Together* operating model, recognising that whilst the purpose of the Institute is medical research, and the contribution of researchers is key, it cannot be done without the work of our highly-skilled professional staff. It recognises that we are all here to facilitate the same mission – *Better health through impactful medical research*. *Working Better Together* is underpinned by the shared understanding and application of our values:

- Excellence
 - Integrity
 - Respect
 - Collaboration
 - Accountability
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REPORTING AND RELATIONSHIPS

The Manager Community, Engagement and Events reports to the General Manager, Corporate Affairs and Fundraising.

The position has a number of direct reports.

PRIMARY RESPONSIBILITIES

- Develop and implement an innovative Institute-wide strategic Community Engagement Program to maximise brand awareness and support fundraising objectives
- Oversee the coordination of Institute engagement with service clubs, community organisations, students, corporate, industry and special guests in Brisbane and throughout regional Queensland
- Lead and manage the planning, delivery and post-event evaluation of major Institute events including signature events, open days, donor events, STEM events, and others.
- Lead a team by:
 - Communicating expectations, providing regular performance feedback, coaching for improved performance, and developing/encouraging professional and personal growth.
 - Fostering positive and productive working relationships between team members and in the context of a broader multi-disciplinary function.
 - Monitoring work practices within the work area to ensure compliance with the requirements of the Institute's WH&S policies and procedures.
- Lead and grow the acquisition of donors and bequests through the community engagement program
- Oversee the coordination of the Institute's high school education program – including lab workshops, regional outreach, lecture series, and work experience.
- Oversee the coordination of the Institute's community/consumer involvement program, encouraging all staff to follow best practice principles.
- Implement systems and processes for analysing and evaluating the effectiveness of community engagement activities and return on investment
- Any other duties as reasonably directed by the General Manager.

Additional Information: Due to the nature of this position, some engagement and event duties will be required to be performed outside standard business hours and on weekends

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications in marketing, event management, communications, business, or other relevant degree or equivalent experience
 - Substantial experience in planning, staging, and formally reviewing successful events – including procurement, logistics, sponsorship, stakeholder engagement and communications
 - Substantial experience in building and delivering a program of community engagement aligned to overarching strategic objectives
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- Demonstrated ability to manage multiple competing priorities, meet tight deadlines and stay calm under pressure
- Excellent interpersonal skills, including communicating with influence and managing multiple stakeholders – internal and external
- A track record of delivering results by collaborating across a multidisciplinary team
- Ability and willingness to work flexible hours, including outside standard business hours and on weekends when required

Desirable

- An interest in science, education, and/or medical research
 - Experience in delivering programs for schools or school-aged audiences
 - An understanding of the principles of fundraising
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QIMR Berghofer also offers:

- Salary Packaging
- State-of-the-art facilities
- Stimulating work setting focussed on cutting-edge medical research
- Supportive/collaborative team environment
- Parental leave provisions