

Engagement & Administration Officer (maternity leave contract)

Council of Australian University Librarians (CAUL)

CAUL is seeking to appoint a highly motivated and enthusiastic individual to the position of Engagement & Administration Officer in the CAUL National Office. As CAUL operates a connected virtual office, this presents a great opportunity to work from home within Australia and engage with a variety of stakeholders across Australia and New Zealand.

[The Council of Australian University Librarians Inc. \(CAUL\)](#) is the peak leadership organisation for university libraries in Australia and New Zealand. CAUL Members are the University Librarians or equivalent of the 39 institutions that have representation on Universities Australia (UA), and the University Librarians or equivalent of the eight institutions that have representation on Universities New Zealand (UNZ) and which form the Council of New Zealand University Librarians (CONZUL).

The Engagement & Administration Officer carries out key engagement and administration functions for the CAUL National Office and provides support to all National Office staff as well as CAUL Board members as required. The Engagement & Administration Officer provides secretariat support for event planning and organising committees including for the bi-annual Council meetings.

Key accountabilities include Member relations management, supporting in person and online events, and performing key communications functions across the CAUL website, social media platforms and via our newsletter and email distribution lists.

CAUL is looking for an energetic team player with administrative expertise and relevant qualifications in marketing, communications, event management or information management. Reporting to the Executive Director, a high level of organisational ability and initiative is required, along with an ability to prioritise to meet deadlines. The ideal candidate will enjoy variety, be digitally dexterous, able to operate in a fast paced environment and importantly, will be respectful of the [CAUL Values](#).

This role is offered as a maternity leave contract from end May/early June 2023 – June 2024. Remuneration for this fulltime position comprises salary and generous superannuation of 17%. Operating a virtual office enables a family friendly approach and supports a healthy work/life balance. The Position Description is included below. To find out more about the position and working for CAUL, please contact:

Jane Angel, Executive Director, CAUL

Jane.angel@caul.edu.au + 61 (0) 434 801 093

Applications are invited from Australian citizens or permanent residents residing within Australia. Please include a cover letter, and statement of suitability addressing the selection criteria (no more than 3 pages) along with a current resume/CV including details of three referees. Applications should be submitted via [the online application form](#) by 5pm AEST on **Monday 17 April 2023**.

Position Number	P005
Position Title	Engagement & Administration Officer
Reports to	Executive Director
Number of positions that report to this position	0
Date of last review	20 March 2023
Date approved	24 March 2023
Approved by	Executive Director and CAUL Board

POSITION DESCRIPTION - ENGAGEMENT & ADMINISTRATION OFFICER

PURPOSE STATEMENT

The Engagement & Administration Officer carries out key engagement and administration functions for the CAUL National Office. The position provides support to all National Office staff as well as CAUL Board members as required.

The Engagement & Administration Officer provides secretariat support for event planning and organising committees including for the bi-annual Council meetings.

In the context of a small office environment, the Engagement & Administration Officer is able to stand in for some of the tasks performed by the Finance & Procurement Officer, as required during short-term absences.

KEY ACCOUNTABILITIES

Member Relations

- Maintain the formal Member register for CAUL and ensure updates to this and the CAUL website are made when changes occur
- Maintain Member subscriptions to CAUL email lists and Member access to restricted parts of the CAUL website
- Organise Board and National Office travel arrangements and liaise with travellers as required
- Engage with Members as required including with regard to a range of surveys, expressions of interest for project or other roles, event registrations, etc.

Events

- Identify venues and service providers for events, negotiate costs and perform bookings as required
- Arrange both in-person and virtual events (webinars)
- Work with planning/organising committees for events as required
- Coordinate all aspects of events including follow up of registrations, technology needs, catering, speaker gifts, attendance lists, name badges, etc.
- Liaise with the Finance & Procurement Officer to ensure timely billing of Members/registrants for events and payment of venue or service provider invoices

- Maintain CAUL's videoconferencing and other technologies used for events and communities of practice

Communications

- Perform website content management to ensure the currency of content on the CAUL website
- Upload documents to the CAUL website as required by other National Office staff
- Produce digital media (flyers, brochures, etc.) to promote CAUL initiatives and events
- Undertake basic media monitoring with a view to identifying content and promotional material for the CAUL Newsletter
- Prepare content for the CAUL Newsletter and ensure its regular compilation and dissemination
- Prepare content for the annual Year-in-Review and assist the Executive Director in production of the report
- Manage CAUL's social media accounts

General Administration

- Maintain the CAUL National Office calendar, schedule and coordinate appointments for the Board and other committee meetings
- Compile combined sets of papers for Board, Council and other meetings as required
- Provide support to National Office staff in the analysis of data as required for reports
- Undertake general office administration tasks including making small office purchases
- Respond to queries from the public via email or the CAUL website and refer as appropriate

Perform other duties as required, consistent with the level and nature of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

Essential

1. Relevant qualifications in marketing, communications, event management or information management, demonstrated administrative expertise and experience in managing Member or client engagement in a small to medium sized organisation OR an equivalent combination of experience, expertise and training
2. Demonstrated high level of organisational ability and initiative including experience in prioritising to meet deadlines, often with competing demands whilst possessing a commitment to teamwork.
3. Demonstrated computing and administrative skills including proficiency with the Microsoft Office suite and Adobe software
4. Demonstrated experience in event organisation and experience in using multiple channels for communication and engagement within a membership based organisation (or similar)
5. Ability to work to deadlines with regard to production of newsletters and promotional materials, and respond to Member or client queries in a timely manner

6. Demonstrated written, oral and interpersonal skills and the ability to establish and maintain professional working relationships

Desirable

1. Experience in the use of Drupal content management system or similar