

POSITION DESCRIPTION



Community and Administration Officer, AMRF Connect



POSITION DETAILS

Position Title	Community and Administration Officer, AMRF Connect
Classification	HEW 6
Position Number	7015849
School/Office	Innovation
Division	Research and Innovation

POSITION PURPOSE

The Community and Administration Officer oversees daily program and facility operations at the AMRF Connect space in the First Building at Bradfield. The role coordinates events and engages with the community to enable the hub to provide a supportive and collaborative environment for large businesses, small and medium enterprises (SMEs), startups, community, and researchers. This includes facilitating networking, knowledge sharing, and collaborative projects centered around advanced manufacturing.

KEY ACCOUNTABILITIES

- Coordinate day-to-day operations of the physical hub facility.
- Develop and implement events, campaigns and engagement activities to develop the ecosystem and activate the new precinct with grassroots initiatives.
- Distribute and organise training materials and related content to support program delivery.
- Nurture relationships with internal and external hub members, connecting people to opportunities and partners by developing collaborative approaches for engagement.
- Coordinate databases and systems to ensure effective enquiry management, report on metrics and optimising delivery

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **Tertiary qualification** and/or **experience** in facility services, events, engagement program coordination, or similar.
2. **Strong stakeholder engagement skills** across diverse teams, preferably within events or other promotional and activation contexts.
3. **Excellent written and verbal communication skills**, with experience presenting to varied audiences and liaising effectively and professionally.
4. **Demonstrated ability to organise, plan and manage multiple priorities** and meet deadlines in a complex environment.
5. **Proficiency in Microsoft 365 and CRM platforms** (e.g., Hubspot) and data management.
6. **Familiarity with advanced manufacturing, innovation or commercialisation** will be highly regarded.

KEY RELATIONSHIPS

- **This position reports to:** Manager - AMRF Connect
- **Key internal relationships:**
 - Senior Coordinator, Programs and Activation - AMRF Connect
 - Senior Manager, Launch Pad
 - Senior Manager, Strategic Partnerships
 - Launch Pad Team
- **Key external relationships:**
 - AMRF team
 - Local councils and community organisations
 - Student associations
 - Government and research partners
 - Industry partners

CHALLENGES

- Navigating competing priorities across multiple stakeholder groups while maintaining service quality.
- Responding to evolving and diverse stakeholder needs and expectations in both physical and virtual environments.
- Supporting innovation through engagement with partners across discipline

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: