

# POSITION DESCRIPTION



## Coordinator, International Delegations and Missions



### POSITION DETAILS

<b>Position Title</b>	Coordinator, International Delegations and Missions
<b>Classification</b>	HEW Level 7
<b>Position Number</b>	7012467
<b>School/Office</b>	Transnational Education
<b>Division</b>	Provost

### POSITION PURPOSE

The Coordinator, International Delegations and Missions plays a key role in supporting the University's international engagement strategy. The position is responsible for planning, coordinating and delivering high-level inbound delegation visits and outbound international missions led by senior executives. The role provides logistical, administrative and writing support to ensure the success of strategic international activities, and works closely with the Office of the Vice-Chancellor, the Provost, and other internal and external stakeholders.

### KEY ACCOUNTABILITIES

1. **Coordinate inbound international delegation visits**, including scheduling, venue booking, catering, and preparation of programs, briefing papers and speaking notes.
2. **Maintain and update the Delegations Register** and ensure Delegations Protocols and Procedures are current and communicated.
3. **Prepare and manage the schedule of outbound international missions** led by the Vice-Chancellor, ensuring accuracy and timely dissemination to stakeholders.
4. **Liaise with internal stakeholders** to incorporate relevant academic and strategic content into briefing materials.
5. **Project manage outbound missions** led by Senior Executive Group (SEG) members, including agenda development, itinerary planning and document preparation.
6. **Prepare and distribute high-level briefing papers and speaking notes** for SEG members in support of outbound missions.
7. **Provide administrative support** to the International Partnerships team, including reporting, coordination and ad hoc tasks.
8. **Support high-significance projects** as directed by the Associate Director, International Partnerships.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A degree in marketing or event management and/or significant relevant experience in a similar role.
2. Demonstrated knowledge of university operations and international partnership development.
3. High-level professional writing skills, with experience preparing briefing notes and reports for senior executives.
4. Substantial experience in project or event coordination, including complex travel and program logistics.
5. Advanced communication and interpersonal skills, with the ability to build relationships across diverse stakeholders.
6. Commitment to customer service and continuous improvement.
7. Strong organisational and time management skills, with attention to detail.
8. Ability to problem solve and develop creative solutions in complex environments.

## KEY RELATIONSHIPS

- **This position reports to:** Director, Transnational Education, Mobility & Partnerships
- **This position supervises:** n/a
- **Key internal relationships:**
  - Global Partnerships Team
  - Schools, Institutes and business units

### **Key external relationships:**

- International university partners and visitors
- Suppliers (e.g. catering, couriers, corporate gifts)

## CHALLENGES

- Navigating a large and complex organisation with diverse stakeholders.
- Managing competing priorities and tight deadlines.
- Understanding cultural sensitivities and strategic importance of international relationships.
- Staying current with digital tools to support delegation and mission coordination.

## 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:**