

POSITION DESCRIPTION



Engagement Assistant



POSITION DETAILS

Position Title	Engagement Assistant
Classification	HEW Level 4
Position Number	Various
School/Office	Faculty
Division	Provost

POSITION PURPOSE

The Engagement Assistant supports the Student and Learning Support Manager and the Engagement Officers and collaborates with academic and professional staff within the Schools to build and manage relationships with external stakeholders across the community. The role contributes to the Faculty's strategic engagement goals through event coordination, stakeholder management, and partnership support.

This role forms part of the broader professional staff Faculty team, and as such may be required to collaborate and support across multiple schools, and other teams within the Faculty as needed.

KEY ACCOUNTABILITIES

1. Support initiatives that develop the Faculty's relationship with external stakeholders, including networking events and direct communication with targeted contacts.
2. Undertake account management responsibilities, including maintaining and updating stakeholder information.
3. Provide logistical support, including setting up and packing up as required, for Faculty and school-specific engagement events that raise the profile of the Faculty and Schools across targeted stakeholder groups, including community and industry.
4. Ensure necessary resources are provided for the Faculty's engagement activities, including leveraging OMC templates, social media platforms, and guidelines to develop engagement materials and activities.
5. In conjunction with the Student and Learning Support Manager and the Engagement Officer, coordinate the relevant internship, mentoring and scholarship opportunities with external partners.
6. Support the management of Faculty-specific delegation visits, including primary/high school on-

- campus experiences, workshops and school visits.
7. Assist in the development of international and domestic partnerships with academic institutions and industry.
 8. Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Appropriate tertiary education in a relevant discipline and/or equivalent combination of education and experience, preferably in the education sector.
2. Strong competency in Microsoft Office and other relevant software.
3. Proven ability to manage multiple tasks and meet competing deadlines.
4. High-level interpersonal, verbal and written communication skills.
5. Demonstrated ability to build and maintain stakeholder relationships.
6. Strong problem-solving and analytical skills.
7. Capacity to work evenings and weekends to support events as required.

KEY RELATIONSHIPS

- **This position reports to:** Student and Learning Support Manager
- **This position supervises:** Nil
- **Key internal relationships:**
 - Academic Staff within the Faculty and Schools
 - Professional Staff within the Faculty and Schools
 - Office of Marketing and Communication
 - Equity and Diversity Unit
- **Key external relationships:**
 - Community Organisations,
 - Industry Partners
 - Schools
 - Academic institutions

CHALLENGES

- Managing multiple engagement activities across diverse stakeholder groups.
- Ensuring compliance with branding, communications, and record-keeping standards.
- Supporting events outside standard working hours.
- Maintaining stakeholder engagement in a dynamic and evolving environment.

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: Office for People

Date: 10 October 2025