

Job Description	
JOB TITLE	Communications and Events Assistant
REPORTING RELATIONSHIP	Head of Stakeholder Engagement and Communications
DIVISION	Communications & Advocacy
EMPLOYMENT DURATION	1 year, fixed term contract
TYPE OF EMPLOYMENT	Full time
DATE	July 2019

The George Institute for Global Health

The George Institute is 700+ people, focused on improving the health of millions of people worldwide. As a medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure;
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping;
- We have shown that simple text messaging can help prevent heart attack and stroke. Now, we're working with Google to roll this out globally to prevent chronic diseases affecting millions of people;
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China;
- Together with Aboriginal communities in NSW, Australia, we have developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations;
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally.

Context of the Role

The Communications & Advocacy Team provides a broad range of communications and writing services, media relations support, website management, speechwriting, content delivery for publications, both regional and global, and stakeholder engagement and event management.

The Role

The Communications and Events Assistant would be responsible for the execution of event logistics for corporate and strategic events of The George Institute for Global Health ('TGI') Sydney. While the role will be focused on external facing events, major internal events are not outside scope.



Reporting Relationships

The position reports to the Head of Stakeholder Engagement and Communications, and works very closely with the Communications and Administration teams both in the Australian and global headquarters of the Institute.

Duties and Key Responsibilities

- Delegate/guest coordination – processing event registrations and accommodation, payments and event invoicing, and assist with delegate requests
- Set up of registration database for each event, collation of conference packs and name badges
- Budget coordination – sourcing of quotes, vendors for basis of event budget, tracking expenses and invoices
- Vendor liaison – coordinating all vendors for effective event execution;
- Speaker coordination – travel arrangements including invoices, exhibitions and AV requirements, slide shows etc
- Venue coordination – booking of rooms at TGI offices, liaising with IT and admin for venue support, onsite coordination of events
- Assist project lead with project meetings i.e. taking minutes, coordinating committee diaries for project meetings
- Contribute ideas and innovations to continuously improve events
- Ensure consistency of quality and staging of events across all divisions of the Institute;
- General events administration i.e. database maintenance
- Liaising with design, media, government and digital engagement to enhance strategic objectives for events and
- Other administration / logistics relating to our stakeholder /government meetings and forums on a need to basis working.

As a Team Member:

- Will work independently and flexibly, liaising with management and colleagues, including during non-business hours, as required
- Participate in special projects to improve processes, tools, systems and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy
- Demonstrate commitment to the Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts.

Work, Health and Safety

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute
- Promote and contribute to a safe, secure environment for staff and visitors.

Skills, Knowledge and Experience required

- Tertiary qualifications in Communications or related field and have minimum one year's experience in events management
- Demonstrated abilities in managing events from the start to finish
- Understanding of events-related activities in a non-profit environment
- Ability to work both independently and as part of a team



- Excellent time management
- Initiative and ability to find creative solutions
- Excellent interpersonal skills and ability to work with a wide range of internal and external stakeholders and
- Ability to think strategically.