

## ENGAGEMENT SERVICES MANAGER (114350)

### About Griffith University

At Griffith University we believe in, strive for and celebrate the remarkable.

We are known for our high impact research, outstanding student experience, our commitment to social justice and our welcoming environment. We rank in the top 2% of universities worldwide and we're proud of our remarkable achievements, of our people and their passion for making a positive difference. Together we contribute to the development of knowledge and learning in an attractive environment which values excellence, equity, diversity, and innovation.

The work of the Development and Alumni office is to foster a culture that actively seeks philanthropic support from philanthropists, charitable trusts and foundations, alumni, staff, students and corporations. The Development and Alumni office engages with people and community groups who want to support Griffith's educational programs and research. Griffith University's success depends not only on the future generosity of governments and industry partners, but on donations from individuals, corporations and other organisations.

### The opportunity

Are you a driven and proactive person who can take responsibility for the operational support to our team? If so, you will succeed in this role, by providing clear and consistent attention to detail in day to day activities, whilst maintaining oversight and strategic thinking in a fast paced and complex environment.

*This is a continuing, full time position based at the Gold Coast campus. Griffith is a multi-campus university and therefore it is understood that this position will work across campuses as required.*

### About you

Armed with proven experience of leading the provision of professional support services, you will take the lead in identifying and implementing solutions, monitoring key deliverables, as well as managing resources and associated risks. The successful candidate will develop a good understanding of fundraising and alumni engagement and will need to be client focused and build strong networks with key stakeholders across the University. They will also be responsible for proactively seeking and progressing new opportunities for business process efficiencies, whilst leading and promoting good governance and legal compliance.

To be successful you will also have the confidence, communication skills and diplomacy required to promote the use and adoption of processes, policies and standards across the Development and Alumni Office, and the management skills to lead and motivate your team.

### Salary range

HEW Level 9: \$110,553 to \$114,506 per annum. Salary package including 17% employer superannuation contribution: \$129,347 - \$133,972 per annum.

### How to apply

Please submit your application online and ensure your application includes the following:

- Statement addressing each of the selection criteria in the position description
- One page covering letter outlining your suitability for the role
- Current curriculum vitae/resume which should include:
  - Full name, address, telephone number and email address;
  - Details of education, professional training and qualifications;
  - Employment history, including present position;
  - Name and contact details of three referees.

**Please apply via the following link where you will be redirected to the Griffith University job search page and able to access the position description.** [https://ps-jobs.griffith.edu.au/psp/CAREERS/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&FOCUS=Applicant&SiteId=100&JobOpeningId=114350&PostingSeq=1](https://ps-jobs.griffith.edu.au/psp/CAREERS/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=100&JobOpeningId=114350&PostingSeq=1)

**Note: Application attachments should be saved as .doc, .docx or .pdf only. File names should be no more than 25 characters long and should include letters and numbers only.**

**Applicants for General Staff positions (non-academic) must have unrestricted work rights.**

**Successful candidates may be subject to a criminal history check.**

**What we offer**

Working for one of the most influential universities in Australia and the Asia–Pacific region, you will join a University that spans six campuses in South East Queensland and all disciplines, while our network of more than 200,000 graduates extends around the world.

At Griffith, we've worked hard to create a culture that will challenge you to be curious, creative and courageous. We also support the professional and personal development of all our employees and invest in the skills of our people.

Griffith University values diversity, inclusion and flexibility and we encourage Aboriginal and Torres Strait Islander, and people of all backgrounds to apply. Griffith's strategic goals are to also increase the proportion of women in senior academic and administrative roles and in Science, Technology, Engineering, Mathematics and Medicine (STEMM).

**Further information**

For further information about this role, please contact Gillian French, Director Development & Alumni on +61 (0) 7 5552 7307

For application queries, please contact Ms Therese Roe, HR Officer on +61 (0) 7 3735 7359

**Closing date:** Monday 16<sup>th</sup> December 2019 at 5 pm AEST. All applications must be submitted online.

**Please note that interviews for this role will take place in January 2020.**

*As the team experience high volumes of applications, we appreciate your patience to allow for a timely and fair process for all.*

*Please note: We do not accept unsolicited CV's from Recruitment agencies / third parties and we will not be liable or responsible for any fees or costs associated with unsolicited CV's sent directly to Line Managers*

