

UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

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| ROLE TITLE: | Coordinator Engagement |
| DEPARTMENT: | Toitū te Taiao / Sustainability Office |
| SCHOOL / DIVISION: | Operations |
| REPORTS TO: | Temuaki/ Head of Sustainability |
| DIRECT REPORTS (FTE): | 1.2 FTE consisting of 6 student leads on variable casual hours of approximately 0.2. |
| INDIRECT REPORTS (FTE): | Nil |

1. PRIMARY PURPOSE OF THE ROLE:

Plan, coordinate, and promote sustainability awareness raising initiatives. Implement and facilitate engagement activities that support and nurture a University-wide culture of sustainability among staff and students.

Working as part of the Sustainability Office team to support and improve the University's culture of sustainability. The role provides a coordination point for student engagement activities only.

2. ACCOUNTABILITIES:

- Coordinate and oversee the University-wide implementation of staff and student engagement initiatives and events that are aligned with the Sustainability Strategic Framework.
- Facilitate the provision of related awareness raising and educational initiatives; and promote and foster initiatives that support and enhance a University culture of sustainability.
- Develop and liaise with relevant parties to implement a communications plan for the student sustainability engagement programme. Including promotion of initiatives that support a culture of sustainability, are welcoming and value diversity.
- Work closely with student leaders on sustainability initiatives and education campaigns, and take a leading role in developing and implementing initiatives related to student engagement.
- Build and maintain strong positive internal relationships with colleagues, divisions and departments, work collaboratively to develop and implement sustainability engagement programme initiatives such as Te Otaka
- Oversee and organise maintenance of the sustainability website and associated social media platforms including a regular podcast.
- Undertake post event evaluation process for all events.
- Prepare documents and research sustainability and engagement programme material. Promote Sustainability Office programmes and activities and regularly review stakeholders' feedback.
- Collate and analyse data and prepare reports. Participate in review processes and implement improvements as appropriate.
- Contribute to organisational sustainable knowledge and capacity building, by identifying and sharing good practice, lessons and knowledge.
- Contribute to the development of tools, training materials and other resources.
- Support the ongoing development of sustainability office "how to" resources for future events.
- Provide input to the development of sustainability initiatives for student engagement
- Assist in monitoring emerging sustainability Tētēkura (student lead) team activities.

- Lead the group of Tētēkura (student leads) by coordinating a weekly meeting, providing support which will allow them to perform their relative task with autonomy, ensuring all pay and Human resource administration is completed, and ensuring that a risk assessment has been completed for all events.
- Coordinate “Shop for good” activities with OUSA including organising and briefing volunteers, setting up a safe and efficient systems for sales and pick up, supporting wider engagement with university community.
- Perform Divisional Health & Safety Officer (DHSO), first aid and/or fire warden duties (if required).

3. KEY RELATIONSHIPS:

Internal:

- Operations division staff
- Campus & Collegiate Life Services division Student & Academic Services division Leaders, managers and staff
- Students

External:

- Otago University Student’s Association Te Roopū Māori
- Tertiary institutions' peers

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- 1 year of experience developing and leading engagement programmes in a similar role.
- Proven experience in creating strong social and environmental engagement outcomes.
- Proven experience planning and prioritising work and delivering successful outcomes across multiple activities within set time frames.
- Proven presentation and facilitation experience for small and large groups. Proven experience in building and fostering positive work relationships.

Preferred:

- Tertiary qualification in a relevant field.
- Tertiary sector experience and /or familiarity with a university environment.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Proficiency in the Microsoft suite of programmes; well-developed keyboard and word-processing skills.
- Proficiency and good knowledge in the use of on-line and social media platforms.
- Demonstrated eye for good design and be able to produce clear and effective technical reports for non-technical recipients.
- Research and critical analysis skills. Good presentation and facilitation skills.
- Good time management and organisation skills. Excellent written and oral communication skills.

Preferred:

- Awareness of current trends in sustainability communication, engagement and behaviour change programmes.

6. SPECIAL REQUIREMENTS:

Nil.

7. DIRECT BUDGET ACCOUNTABILITY:

Minor expenditure from sustainability office budget. Authorising hours for casual staff.

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.