



AUSTRALIAN BUSINESS DEANS COUNCIL

Position description

ABDC ENGAGEMENT OFFICER

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| Job title | ABDC Engagement Officer |
| Reports to | ABDC Executive Director |
| Direct reports | 0 |

The Australian Business Deans Council (ABDC) is the collective voice of Australian business schools. We champion quality and impact in business education and research, driving excellence and innovation to benefit students, industry, and society.

The ABDC's 37-member business schools educate 16% of all domestic university students and 39% of international students. Members of the ABDC include Deans, Executive Deans and Pro-Vice Chancellors of Australian business schools, who meet regularly to share knowledge and build capacity for the benefit of our member schools, students, industry and society. The ABDC also supports Associate Deans and General Managers with networking and professional development opportunities.

As the ABDC Engagement Officer, you will work with the ABDC Executive Director and ABDC Executive Committee to facilitate engagement with members and key stakeholders. This role is pivotal in increasing member satisfaction, and external stakeholder recognition of the ABDC as a representative voice for business schools.

The Engagement Officer brings strong organisational, administrative, interpersonal and communications skills, and supports the planning and delivery of member events and forums including the annual conference. They demonstrate a strong customer service focus, ensuring member enquiries are managed promptly and professionally.

How you will contribute to the ABDC

Member engagement and communications

- Collaborate with the Executive Officer and ABDC Executive Committee to plan, coordinate and deliver member and external engagement activities and communications that support the ABDC's Strategic Plan and organisational priorities.
- Build and maintain effective relationships with member institutions and external stakeholders.

Administrative and events management support

- Plan and coordinate events, meetings and engagement activities, ensuring delivery is professional, timely and aligned with organisational objectives.



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- Provide responsive, customer focused coordination support to ABDC Networks and working groups.

Secretariat

- Provide high-quality secretariat support to ABDC meetings, including preparation of agendas, minutes, meeting papers and correspondence.
- Coordinate meeting logistics and ensure timely follow-up of actions to support effective governance and decision-making.
- Maintain accurate membership and governance records in accordance with organisational and reporting requirements.

Selection criteria

Essential

- An undergraduate degree or equivalent in communications, business or a related discipline, or an equivalent combination of relevant experience and education.
- Excellent written and verbal communication skills, with demonstrated experience in the preparation of reports, briefings and communication materials for senior stakeholders, with the ability to tailor complex or technical information to diverse audiences.
- Proven ability to plan, coordinate and deliver engagement activities, projects or events, managing competing priorities and timelines with high-level autonomy and accountability.
- Well-developed critical thinking, problem solving and data interpretation skills including the ability to document, evaluate and analyse data, review activities or events and generate insights to inform future planning and continuous improvement.
- Demonstrated experience building and maintaining productive stakeholder relationships, including ability to liaise professional with internal and external stakeholders across various sectors.
- Proficiency in digital communication and graphic design tools (e.g, InDesign and Canva) and content management systems (e.g, Wordpress), with the ability to produce high-quality communication materials across multiple platforms.
- Proficiency with surveying and engagement tools such as Mentimeter, SurveyMonkey, Slido and similar.
- Strong organisational and time-management skills, including the ability to prioritise work, manage multiple tasks and respond flexibly to competing demands.

Desirable

- Knowledge and understanding of the higher education sector, particularly business education and research, and its social, economic and public policy impacts.
- Relevant experience in the higher education, government, membership-based or professional association sectors.
- Demonstrated experience providing coordination or secretariat support to committees, working groups or national initiatives.



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Contract

The position is a part-time (0.4 FTE), 1-year fixed term appointment subject to renewal contingent on available funding.

Level and salary

This role is classified as HEW 6 with an indicative pro rata salary of \$95,310 — \$102,830 plus oncosts.

Location of work

Remote work or co-location arrangements will be considered.