# SENIOR CONFERENCE AND EVENT COORDINATOR

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<tr>
<th>DEPARTMENT/UNIT</th>
<th>Engagement and Marketing Services</th>
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<td>FACULTY/DIVISION</td>
<td>Faculty of Business and Economics</td>
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<tr>
<td>CLASSIFICATION</td>
<td>HEW Level 7</td>
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<tr>
<td>WORK LOCATION</td>
<td>Caulfield campus</td>
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## ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Monash Business School** is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) along with the specialist Leadership and Executive Education unit and a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, finance, global business, and retail studies. To learn more about the Monash Business School, please visit our website, [www.monash.edu/business](http://www.monash.edu/business).

To support the core operations and strategic priorities of the Monash Business School, administrative functions are divided into seven dedicated teams: Engagement and Marketing Services, Finance Services, Leadership and Executive Education Services, Operational Services, Performance and Quality Services, Research Services and Student and Education Services. Each team has areas of functional specialisation that are aligned with central functions in the co-delivery of services, fostering excellence in service delivery, and capitalising on strategic opportunities for growth and diversification in research and education.

The **Engagement and Marketing Services** group plays a critical role in supporting initiatives to enhance and extend the brand, prestige and reputation of Monash Business School and to develop meaningful and outcome focussed relationships with industry, government, prospective students, alumni and other professional communities. The Engagement and Marketing Services group includes the specialist areas of Communications, External Engagement, International Partnerships and Student Recruitment.
POSITION PURPOSE

The Senior Conference and Event Coordinator provides a range of administrative and event coordination services to facilitate the implementation of external events and engagement strategies, programs and initiatives aligned with the Monash Business School and University’s strategic objectives.

The Senior Conference and Event Coordinator assists the Events and External Relations Manager, providing support to a professional program of activities including academic conferences, events, and campaigns and provides specialist advice that contributes to the advancement of the Monash Business School and broader university. They also manage the support function to projects as required and undertake a variety of general administrative duties to meet the operational demands of the Events and External Engagement team.

The Senior Conference and Events Coordinator operates with excellence and expertise in high level event delivery, using well developed project management skills to oversee the coordination and delivery of exceptional events and conferences.

Reporting Line: The position reports to the Events and External Relations Manager, under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Coordinate all aspects of conference and major event delivery for academic and professional teams across the faculty in accordance with University policies, procedures and strategic priorities

2. Source and manage suppliers, including but not limited to, venues, catering, AV, entertainment and transport

3. Manage budgets and ongoing timely and accurate financial administration, ensuring business outcomes are achieved

4. Manage all communications associated with conferences and major events, in collaboration with service delivery teams and clients, including registration platforms, website development, event branding

5. Plan and deliver marketing strategies for conferences and events, adjusting the approach for each activity in accordance with market demands and trends

6. Coordinate a work environment of continuous review and improvement by overseeing and reporting on process and service efficiency and implementing performance improvement measures

7. Build and sustain relationships with an extensive network of colleagues, clients and / or suppliers to ensure efficiency of functional operation or service delivery

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

   ● A degree qualification in a relevant field with extensive relevant experience; or
   ● extensive experience and management expertise conference or event delivery; or
   ● an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience in coordinating a successful conferences and events, with a strong focus on delivering excellence in customer service
3. Demonstrated experience in strategic marketing and communications with regards to successfully promoting and delivering conferences and events

4. Highly developed planning and organisational skills, with experience establishing project plans, priorities, implementing improvements and meeting deadlines for multiple projects

5. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain co-operation from, internal and external stakeholders

6. Demonstrated analytical, research and problem solving skills and the ability to identify and recommend solutions to challenging issues

7. Highly developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialised or functional knowledge

8. Advanced computer literacy, particularly with current business management software packages and their various applications

9. A service oriented background and experience in planning and organising events, functions and visits in a multicultural, complex organisation

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check and valid Driver’s licence are required
- The position involves some lifting of items (e.g. banners and exhibition materials) weighing up to approximately 10kgs

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.