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POSITION DESCRIPTION

Events Coordinator

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| Faculty/Division | UNSW Canberra |
| Classification Level | Professional 5/6 broadband |
| Hours & Span (Category) | O - UNSW Canberra all staff |
| Position number | 00025191 |
| Shiftwork status | NOT SHIFTWORKER |
| Allowances | N/A |
| On call arrangements | N/A |
| Original document creation | 23 September 2024 |

Position Summary

Working in a dynamic team environment, the Events Coordinator is the first point of contact for event coordination at UNSW Canberra and provides strategic support and advice across the faculty. The role will work closely with faculty stakeholders to help deliver and shape impactful events. The role will contribute to the ongoing improvement and maintenance of events-related systems and processes to ensure their efficient and effective operation.

The Events Coordinator is part of the External Engagement Team and will report to the External Engagement Manager.

Accountabilities

Specific accountabilities for this role include:

At level 5:

- Coordinate and undertake a range of functions required to deliver end-to-end events.
- Implement the agreed plan for strategic faculty events at UNSW Canberra and lead all aspects of the event management for strategic faculty events.
- Use agreed methods to track the impact and ROI of events and to achieve agreed outcomes.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

At level 6 (in addition to the duties above):

- Liaise with faculty stakeholders to determine the right mix of events and to scope, design and develop successful event concepts to meet agreed goals.
- Provide advice to stakeholders in your area on event communications, including the most appropriate channels to deliver effective and targeted invitations and messages to relevant audiences. This may include the creation and delivery of invitations using platforms such as Mail Chimp and Eventbrite.
- Identify and suggest opportunities for improvement for the quality and efficacy of events across the faculty.
- Collaborate with key stakeholders and clients to identify emerging opportunities, initiatives and opportunities and provide internal event support where appropriate.
- Develop, document, review and promote compliance with event and sponsorship policies and procedures.

Skills and Experience

Level 5

- Relevant tertiary qualifications and experience, or an equivalent level of knowledge gained through a combination of education, training and/or experience.
- Demonstrated ability to work flexibly and productively as an effective team member to ensure deadlines are met.
- Demonstrated ability to work successfully with stakeholders and team members to produce high-quality events that meet agreed objectives and outcomes.
- Ability to use databases and systems, and to adapt good computer literacy to new event systems to run effective events/evaluation.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

At level 6 (in addition to level 5 above):

- Demonstrated experience in event planning, management, promotion and delivery in a university setting or other relevant environment.
- Advanced experience delivering a variety of events and a sound understanding of the steps involved in working with event owners, presenters, stakeholders and audiences.
- Proven ability to manage projects and develop, plan, and implement successful events.
- Excellent time management and organisational skills, with the ability to navigate through competing deadlines.
- Excellent written and verbal communication skills and the proven ability to influence and negotiate with stakeholders to achieve successful outcomes.

Pre-employment checks required for this position

- Verification of qualifications
- Criminal History Check
- Identification Check
- Australian Work Rights Check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.