

POSITION DESCRIPTION UNIVERSITY OF TASMANIA



POSITION TITLE	Program Manager, Public Events
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FACULTY/INSTITUTE/DIVISION	Office of the Provost
SCHOOL/SECTION	Events & Protocol Office
CAMPUS	Hobart
CLASSIFICATION	HE0 Level 6
DATE	March 2014

POSITION SUMMARY

The Program Manager, Public Events is responsible for the management of the University of Tasmania's (UTAS) public forums that aim to stimulate debate and discussion in the wider Tasmanian community, and providing support and advice for partnered events.

This role will be located centrally within the Office of Marketing and Communications and report to the Manager, Events & Protocol. The role will be required to offer specialised advice to Hub business Partners and their Clients.

Additionally the Program Manager, Public Events is responsible for the marketing and promotion of events through traditional, web and social media channels, and maintaining relevant sections of the Events and Graduation websites.

The role will be required to assist in the delivery of advice regarding protocol management for University visitors.

Whilst the position is based in Hobart, intrastate, interstate and overseas travel may be involved and the incumbent will be required to work outside of the band of normal hours and at weekends.

POSITION RELATIONSHIPS

Supervisor	Manager, Events & Protocol
Direct reports	Casual Employees
Other	Staff within the Events & Protocol Office, and Office of Marketing and Communications; other UTAS employees; and, external stakeholders as required.

KEY ACCOUNTABILITIES AND OUTCOMES

1.	Liaise with external and internal stakeholders to develop public forums and lectures that support the reputation of the University of Tasmania as a leader in public dialogue, debate and thought leadership.
2.	Assist with the management of the University's public forums, including coordination the events for University wide major and protocol events.
3.	Produce materials to support the marketing and promotion of events, including writing/editing copy, producing flyers and invitations, and maintaining the Events and Graduation websites.
4.	Liaise with the Media Office to provide stories and arrange media releases for UTAS events, and secure inclusion of event communications in online and printed staff or University publications.
5.	Produce briefing notes, run sheets, scripts, programs, and handouts, as required, for central events and liaise/negotiate with event suppliers and stakeholders.
6.	Provide protocol advice for internal clients with visiting dignitaries, and liaise with the Venue Hire Officer to ensure appropriate stakeholders are informed of visiting dignitaries.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The Program Manager, Public Events operates under the broad direction of the Manager, Events & Protocol and is expected to exercise discretion in the planning and coordination of operations.

Decisions are generally made within the scope of established procedures and guidelines.

POSITION CRITERIA

Essential Requirements

1. Completion of degree level qualification, with relevant work experience or an equivalent combination of relevant experience and/or education/training.
2. Well developed communication skills, including strong interpersonal skills, and well developed negotiation ability.
3. Demonstrated organisational skills, with the ability to prioritise tasks and meet deadlines.
4. Demonstrated ability to perform tasks with a high degree of accuracy, and particular emphasis on attention to detail.
5. Proven ability to maintain confidentiality, using discretion and sound judgement.
6. Demonstrated ability to work collaboratively in a team culture, contributing to team planning and shared tasks with confidence and empathy.
7. A high level of computer literacy, including competence in Microsoft Excel and Microsoft Word, and in other database operations.

Desirable Attributes

1. Familiarity with Customer Relationship Management databases.
2. Previous experience in the higher education sector.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions, and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting, and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training, and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can