

## Position Description

# Events Coordinator

*Position Number: 00030406*  
*Position Title: Events Coordinator*  
*Date Written: November 2019*

*Faculty / Division: UNSW Canberra*  
*School / Unit: Rector's Office*  
*Position Level: Level 5/6*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Working in a fast-paced and dynamic environment, the Events Coordinator is the first point of contact for events coordination and provides high-level administrative support for UNSW Canberra events; including conferences, sponsorships and partnership arrangements. In addition, the position will contribute to the establishment, maintenance and improvement of events-related systems and processes to ensure their efficient and effective operation.

The Events Coordinator will contribute effectively to the Rector's Office team and promote productive relationships with University and Defence colleagues, visitors and students.

The role of Events Coordinator reports to the Chief of Staff and Operations Manager, Rector's Office.

## RESPONSIBILITIES

Specific responsibilities for this role include:

### At Level 5 (Core Responsibilities)

1. Respond appropriately to detailed event-related enquiries using judgment and initiative.
2. Ensure events both on and off-campus are well presented and delivered to a high standard.
3. Coordinate and undertake a range of functions required to deliver end-to-end events that may include, but not limited to, arranging correspondence, invitations, rsvp lists, collateral, travel, accommodation, gifts, catering, venue bookings, speaking notes, briefs and promotional activities.
4. Liaise and advise internal and external stakeholders on all matters related to events.
5. Maintain the Events pages on the UNSW Canberra internet and intranet, and work with Schools/Units to ensure information related to events is accurate and up-to-date.
6. Contribute to the development and maintenance of event-related systems, databases, processes and procedures.
7. Conduct post-event evaluation to inform future events.
8. Implement the sponsorship benefits of UNSW Canberra corporate sponsorships as per the sponsorship agreements, seeking advice as appropriate.
9. Comply with all University policies and procedures.
10. 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 (Core Responsibilities)

In addition to level 5 above:

1. Provide high level events related advice and assistance to Schools and Units across the Faculty.
2. Plan and coordinate UNSW Canberra events, with appropriate consultation and limited supervision.
3. Liaise, advise and negotiate with internal and external stakeholders on all matters related to events.
4. Measure, evaluate and report on the outcome of major events.
5. Supervise staff assisting with events.
6. Develop, document, review and promote compliance with policies and procedures.
7. Apply judgement and initiative in solving a diverse range of complex problems related to events.
8. Develop and maintain strong and collaborative relationships with key stakeholders and contractors.
9. Set priorities and monitor workflows and systems with an assigned area of responsibility.
10. Develop conceptual ideas for conducting events.

## **SELECTION CRITERIA**

### **At Level 5 (Core Selection Criteria)**

1. Relevant tertiary qualifications with subsequent relevant experience and/or equivalent level of knowledge gained through a combination of education, training and/or experience in events, preferably within a tertiary organisation.
2. Outstanding organisational skills with proven ability to deal with multiple tasks, establish priorities and adhere to strict deadlines ideally in an event management setting.
3. Demonstrated high level communication ability, including the ability to interact effectively and respectfully with people from differing backgrounds and levels of authority.
4. Demonstrated ability to establish priorities and manage moderately complex tasks with strong attention to detail and a high level of accuracy.
5. Demonstrated problem solving skills with the ability to contribute to, initiate and establish new procedures both independently and as a part of a team, escalating issues when necessary.
6. Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email, and demonstrated ability to learn and implement new systems.
7. Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

### **At Level 6 (Core Selection Criteria)**

1. A relevant degree with subsequent events management experience and/or equivalent level of knowledge gained through a combination of education and/or training.
2. Demonstrated experience in event planning, management, promotion and delivery in a university setting or other relevant environment.
3. Highly developed organisational skills, including ability to effectively manage multiple competing priorities to ensure deadlines are met.
4. Excellent communication ability, including the ability to effectively communicate both on technical and non-technical levels, the ability to negotiate and communicate with influence.
5. Proven ability to apply knowledge and experience to manage, analyse and resolve tasks of varying complexity efficiently and effectively.
6. Demonstrated ability to apply, interpret, advise on and contribute to the development of policies, systems, manuals, rules, procedures and guidelines.
7. High level data gathering, analysis and reporting skills.
8. Knowledge of health and safety responsibilities and the ability and capacity to implement required UNSW health and safety policies and procedures.

## PROGRESSION CRITERIA

Progression to a higher level within a broad banded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved;

1. The incumbent will be expected to have reached the top step of Level 5 prior to progression to Level 6, and
2. The incumbent will be expected to have been at the top step of Level 5 for 12 months prior to progression to Level 6;
3. Criteria for progression to Level 6 will be based on satisfactory performance of all responsibilities and behaviors at Level 5, and a demonstrated capacity and ability to take on the responsibilities and behaviors of the position at Level 6, and
4. Work at Level 6 is available and required by the work unit on an ongoing basis.

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*