|  |  |
| --- | --- |
| **Position Title**  | Events Coordinator |
| **Classification**  | Level 6 |
| **School/Division** | School of Engineering |
| **Centre/Section** | Australian Centre for Geomechanics |
| **Supervisor Title**  | Marketing and Communications Manager |
| **Supervisor Position Number**   | 200006 |
| **Position Number** |  |

**Your work area**

The Australian Centre for Geomechanics (ACG) is a multi-disciplinary joint venture and UWA Research Centre which provides professional education training and research services to the mining sector, in the disciplines of underground, open pit and environmental mining geomechanics. The overall aim of the Centre is to improve mine safety and productivity.

ACG’s main activities are applied mining industry research, and the facilitation of continuing education and training through courses and conferences. Technology transfer from research outcomes through publications, training courses and training materials is an important part of the ACG’s mandate.

**Reporting structure**

Reports to: Marketing and Communications Manager

**Your role**

As the appointee you will, under general direction, coordinate ACG national and international events including conferences, courses, workshops and seminars.

**Your key responsibilities**

Coordinate event execution, including the venue, event schedules, programmes, OH&S compliance, exibition space management, audio visual, and catering.

Coorindinate event attendee registrations and manage the registration desk.

Provide attendance certificates and evaluation summaries.

Coordindate speaker and attendee liaison.

Develop budgets in preparation of event profit and loss.

Undertake mining event competitor analysis and perform benchmarking studies of registration and sponsorship fee models.

Maintain customer relationship management systems.

Other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification in event management or demonstrated equivalent competency.

Substantial experience in event management, including execution of large events.

Excellent written, verbal, and interpersonal communication skills.

Excellent organisational skills with the demonstrated ability to set priorities and meet deadlines.

Strong accuracy and attention to detail.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Substantial experience using customer relationship management systems.

Proficiency in a range of computing skills including WordPress (desirable), word processing, spreadsheets, databases, internet and email, cloud storage and team collaboration software.

Demonstrated ability to undertake audio visual for events.

Substantial experience in organising international events is desirable.

**Special requirements (selection criteria)**

Some after-hours work and occasional weekend work may be required.

Occasional travel interstate and overseas may be required.

Current National Police Clearance Certificate.

**Compliance**

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uwa.edu.au%2Fpolicy%3F%23184F3554-D498-4400-9A86-4282EED06B32&data=05%7C02%7Cadrian.wilks%40uwa.edu.au%7C6d7df9c8d1cd4359fc6a08dc6012779e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638490879636655952%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=B8ENMf%2BIGU%2FGqw9b8CJvLQbVCrygOwCXYWgFw%2Byu%2BNY%3D&reserved=0).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uwa.edu.au%2Fabout-us%2Fvalues-vision-strategy%2Fdiversity-equity-and-inclusion&data=05%7C02%7Cadrian.wilks%40uwa.edu.au%7C6d7df9c8d1cd4359fc6a08dc6012779e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638490879636668252%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=aWUc9IcUvZzuRM59oMe%2B7J4MO5IxrSoN%2FJftKqUviSg%3D&reserved=0).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safety.uwa.edu.au%2F&data=05%7C02%7Cadrian.wilks%40uwa.edu.au%7C6d7df9c8d1cd4359fc6a08dc6012779e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638490879636675875%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=tPcy11K0AyEPfabWEhdAd0UBd9kq9YoAa8rSms7cS3U%3D&reserved=0).