**Position description**

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| **POSITION TITLE:** | Corporate Engagement Events Administrator |
| **WORK UNIT:** | Corporate Engagement |
| **RESPONSIBLE TO:** | National Corporate Engagement Manager |
| **LOCATION:** | Melbourne |
| **PURPOSE:** | This position is primarily responsible for supporting the Corporate Engagement Co-ordinator in the delivery of partnership activities, including stakeholder liaison. |

**Duties**

**Project Support:**

## Assist the Corporate Engagement Co-ordinator to produce activity project plans for each contracted partner and sponsor with timelines, in collaboration with partners for the relevant Corporate Engagement Manager sign off;

## Assist with project planning meetings with partners;

## Work closely with the Corporate Engagement Co-ordinator to administer activities required based on the corporate partners’ needs

**Activities logistics:**

## Help source venues, terms and conditions, and recommend venues for

## The relevant Corporate Engagement Manager sign off;

## Source caterers, review and negotiate quotations, recommend caterer for Senior Corporate Engagement Manager sign off, and provide event order;

## Support the Corporate Engagement Co-ordinator to source audio visual supplier, negotiate quotation, recommend audio visual supplier for the relevant Corporate Engagement Manager sign off, and provide event order;

## Assist in supporting speakers in terms of any event related tasks ;

## Prepare running sheet for each partnership activity, and distribute to all stakeholders before each activity;

## Assist in ensuring all stakeholders are properly briefed for each partnership activity.

**Marketing and Communication:**

## Work with the Corporate Engagement Co-ordinator to produce a marketing plan for each activity for the relevant Corporate Engagement Manager sign off;

## Assist liaison with EA’s marketing team to develop the branding and seminar website page;

## Assist in providing content and distribution lists for each EDM;

## Support marketing delivery in accordance with project plans;

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**Relationships:**

## Build and maintain a professional working relationships with all stakeholders including EA members, guests, speakers, suppliers, industry partners, universities and government bodies.

**Work health & safety (WHS) obligations**

As an employee of Engineers Australia, you must:

## Take reasonable care for your own health and safety in the workplace;

## Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace;

## Cooperate with your employer about matters of health and safety;

## Comply with any reasonable instruction and cooperate with Engineers Australia’s WHS policies and procedures; and

## Familiarise the broad meaning of ‘workplace’ in health and safety legislation and Engineers Australia WHS policies and procedures.

**Communication and relationships**

## Internally this position works closely with the Corporate Engagement team but also provides a link to the team and other business units;

## Externally this role is responsible for liaising with a diverse group of corporate partners, providing them with updates and requesting information as required.

**Diversity and Inclusion at Engineers Australia**

Engineers Australia is an equal opportunity employer and we embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. In turn are committed to creating a safe inclusive environment for all employees.

Should you need any reasonable adjustments during this recruitment process please email HR@engineersaustralia.org.au

## Selection criteria

## Proven computer skills including the use and understanding of administrative applications such as Microsoft Office, Adobe Acrobat, Excel.

## Well-developed experience with using events management technology such as CVent.

## Proven abilities to build, foster and maintain good working relationships with all stakeholders.

## Strong time management skills and ability to manage simultaneous tasks efficiently.

## Outstanding verbal and written communications skills.

## Tertiary qualifications in event management or project management preferred

## Proven ability to organise meetings with partners, speakers and stakeholders.

## Strong attention to detail and proof-reading skills.

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