



**ENGINEERS
AUSTRALIA**

POSITION DESCRIPTION

- 1. POSITION TITLE:** **Conference and Events Coordinator**
- 2. JOB CLASSIFICATION:** **2**
- 3. WORK UNIT:** **Membership & Growth**
- 3. RESPONSIBLE TO:** **Senior Conferences and Events Manager /
Conference and Events Manager**
- 4. LOCATION:** **Melbourne**
- 5. PURPOSE:**

The purpose of this position is to provide support to the National Conference and Events Team (NCET). The NCET provides support and guidance to Engineers Australia's groups in the area of events management, for their Awards of Excellence, Conferences, seminars and other significant corporate national events.

6. DUTIES

Co-ordination and administration of Conferences and Events, including but not limited to:

- Providing event administration and coordination of conferences in conjunction with the Events Manager, both in the office and onsite, including logistics, finances, abstract/paper management, marketing and invoice processing
- Management of multiple generic email accounts, including correspondence with member and event attendee queries within an acceptable time frame (24 to 48 hours)
- Preparation and distribution of meeting agenda's, meeting minutes, booking of committee meeting space and conference calls
- Preparation and monitor of conference timelines

- Coordination of the selection of venues for conference and/or events and subsequent liaison with venue and event coordination
- The development and/or management of:
 - online registration databases and websites
 - online abstract and paper submission portal and process
 - conference promotion including emails, websites & flyers
- Coordination of sponsors and exhibitors including deliverables during conferences
- Coordination of speakers and keynote speakers including deliverables pre, during & post conferences
- Coordination and up-dating of conference websites using Wordpress or Engineers Australia websites
- Produce weekly reports from the calendar of events including deadlines for key milestone within projects
- Arranging the publication of proceedings by liaising with Engineers Australia Library
- Provide event management system support for Engineers Australia support staff
- Coordinating and maintaining printing and delivery of all conference materials
- Preparing name badges, satchels, mailing labels, event tickets etc
- All other reasonable duties as required

7. WORK HEALTH & SAFETY (WHS) OBLIGATIONS

As a worker for 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
- Familiarise the broad meaning of 'workplace' in health and safety legislation and Engineers Australia WHS policies and procedures

8. COMMUNICATION AND RELATIONSHIPS

- Foster, build and maintain a professional working relationship with all stakeholders including EA members, non-members, Committee's, Panels, Groups, Technical societies, Sponsors, related associations, government bodies and EA staff

9. EXPECTED BEHAVIOURS

Stakeholder Focus	<ul style="list-style-type: none"> • Provides timely advice and solutions that reflect an understanding of internal and external stakeholder needs • Actively supports team members to satisfy internal and external stakeholders.
Change Agent	<ul style="list-style-type: none"> • Constructively challenges issues. Offers alternative solutions that contribute new and better ways of operating • Assesses impact of change and encourages cooperation in coping with change
Effective Collaborator	<ul style="list-style-type: none"> • Demonstrates actively listening skills to ensure accurate understanding of stakeholder needs • Responsive to and tailors communication to ensure it is appropriate for target audience
Delivers Excellence	<ul style="list-style-type: none"> • Is accountable for tasks assigned. Is able to manage multiple priorities, timeframes • Draws on the information from a number of sources, uses experience and judgement to analyse what information is important

10. SELECTION CRITERIA

- Proven computer skills including the use and understanding of administrative applications such as Microsoft Office, Adobe Acrobat etc.
- Practical experience in providing a high level of organisational and coordination for major conferences and events
- At least 2 years' experience in an event coordinator role
- Post-secondary education which includes either events management or tourism management qualifications
- Well-developed skills or the aptitude to develop skills in Events Air event management software, preferred experience with Cvent event management software and/or other events management software
- Accuracy and attention to detail
- Exercise sound judgment with a professional approach, demonstrating initiative and a firm commitment to job ownership and customer service
- Excellent communication skills, including writing, proof reading skills, and speaking
- Ability to manage multiple projects and work assignments
- Exercise excellent time management skills
- Excellent interpersonal skills both in person and by phone, with high professionalism

- Self-motivated with an ability to work both independently and cooperatively in a team environment
- Achieves recognition from stakeholders for their exemplary customer service
- Ability to work under pressure with competing deadlines