

Position Description

Position No.	42	EVENTS COORDINATOR
Reports To	Director Communications and Change	
Type of Employment	Full-time	
Business Unit	Communications and Change	
Supervisor of	Nil	

Role Description

Reporting to the Director Communications and Change, take stewardship of events coordination and management functions, including leading the planning and organisational implementation of the annual IPE Colloquium and other APC branded events. The role will also plan, organise, and oversee APCs participation/sponsorship of external conferences and support key stakeholder relationships.

Note: This role requires the physical ability to handle event related materials (capable of lifting and carrying items up to 20kg as part of event setup and breakdown duties), and capacity to work occasional weekends or out of normal business hours.

Key Areas of Responsibility

APC Event Coordination and Delivery

Plan, organise and execute APC events from conception through to completion including:

- Supporting the development of APC event objectives, themes, and agendas in alignment with organisation goals.
- Lead the management of the IPE Colloquium for APC, including support to the executive in theme and program development, partners, support to identify and secure speakers and presenters, promotion, and project manage the event preparation, budget, and delivery.
- Coordinate event logistics including venue selection, catering, audiovisual equipment, and supporting attendees as required. Source and negotiate with vendors, suppliers, and venues.
- With support of the communications team, coordinate appropriate event marketing and promotional efforts to drive attendance and achieve event objectives
- Successfully oversee the delivery of other APC events, including event programs, transport plans, and event run sheets. Proactively address issues on event days as they arise and escalate as necessary.
- Ensure compliance with relevant WHS policies and procedures

External Conference Participation Coordination

Plan and coordinate our presence at external conferences, including:

- Facilitate the development of conference objectives that align with organisational goals and APC Conference framework.
- Manage and maintain the APC conference schedule and plan, including providing support to the executive in decision-making around conference attendance and purpose. Provide for structured feedback mechanisms to support future conference planning objective
- Liaise with business units for event preparation and ensure logistical support is provided as necessary, particularly when presenting materials or preparing abstracts and presentations.

- Manage event booths and brand presence under the direction of responsible business owners where APC is represented, including preparation of materials to meet agreed themes and purpose, bump in and bump out procedures where APC booths are to be managed, and maintain a presence at conferences to maintain booths and materials throughout
- Assist in creating and executing service-oriented business processes to facilitate external conference planning and reporting.

Event Administration

- Manage all enquiries relating to events including coordinating correspondence to speakers, sponsors, and other event stakeholders.
- Compile, maintain and report on events including maintaining oversight of event registrations, budgets, event feedback and post event reporting and support the development of event planning to ensure continuous service improvement.
- Assist in the development and execution of the APC event marketing plan including supporting the development of social media and web content for events, including preparation in conjunction with the communications team.

Stakeholder Engagement

- Work effectively across the organisation and externally, to coordinate event schedules, liaising with event speakers, SMEs and VIPs, and coordinating event itineraries for key staff and stakeholders.
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- Effectively and confidently represent APC in public and stakeholder forums.

Physical and/or Operational Requirements

- May require occasional weekend or out of hours work. APC has a flexible working policy that includes time of in lieu arrangements.
- Must be physically able to lift items and move equipment and materials, within the requirements and obligations of the Occupational Health and Safety Regulations (OHS Regulations) 2017.
- Must hold and retain a current Australian Driver's License.
- Other duties as required.

Experience / Qualifications

Minimum

- Proven experience in event planning and management, and strong event management skills,
- Demonstrated computer proficiency including competent skills in MS Office Suite and Adobe.

Desirable

- At least two years in an events coordination role.
- Degree in Communications, Event Management, Arts or related field or Certification in event planning or project management.

Competencies

Core Competencies

Competency	Definition
Our Values	Promotes and embodies our values in what we do and how we behave.
Holistic Approach	Works in the best interests of APC.
Team Oriented	Promotes co-operation and interactions. Values differences among team members and can manage work groups with diverse influences.
Achievement Orientated	Identifies and accomplishes challenging objectives or personal goals.

Mandatory Functional Competencies

Competency	Definition
Communication	Takes the initiative to communicate accurate, up-to-date plans and information. Expresses thoughts clearly, both verbally and in writing. Listens and understands the views of others.
Time Management	Manages responsibilities in a timely and efficient manner.
Effective Relationships and Engagement	Forges productive, cooperative relationships. Understands and responds to others' needs and priorities.
Cultural Awareness	Understands and promotes our path to reconciliation.
Diversity and Inclusion	Recognises and values diversity of people, ideas, and cultures.
Quality & Professionalism	Maintains high work standards and takes personal responsibility.

Job Specific Competencies

Competency	Definition
Stakeholder management	The ability to demonstrate concern for satisfying external and/or internal stakeholders
Presentation and Public Speaking	Expresses in a clear, concise manner during individual and groups situations
Planning and organising	Establishes a course of action for self-and/or others to accomplish a specific goal
Attention to detail	Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved
Flexibility	Recognises and responds to unanticipated events and requirements.

Position 'Effort' Estimate

Main Function	Estimated Effort (%)
APC Event Coordination and Delivery	40%
External Conference Participation Coordination	20%
Event Administration and Communications	25%
Stakeholder Engagement	10%
Physical and/or Operational Requirements	5%
TOTAL	100%

Document Control

Version	1.0
Status	TBA

History

Date	Version	Key Changes
July 2024	1.0	Events Coordinator– Create PD