

## POSITION DESCRIPTION

**TITLE:** Event Officer

**REPORTS TO:** Event Manager

**CLASSIFICATION:** Level 3

**POSITION STATUS:** 0.8FTE / Fixed Term Contract

**LOCATION:** City East and City West Campuses

### AUSA MISSION

AUSA exists to enhance the student experience at Adelaide University, empowering students to build identity, skills, and connections that shape their time at university and beyond.

### PURPOSE OF POSITION:

The Events Officer will be responsible for assisting with the planning and implementation of the AUSA events calendar at all campuses of Adelaide University.

### KEY RESULT AREAS AND RESPONSIBILITIES:

KEY RESULT AREA:	MAJOR ACTIVITIES:
Event Management	<ul style="list-style-type: none"> <li>• In conjunction with the Event Manager conceptualise and develop detailed event plans.</li> <li>• Coordinate under direction, the operational delivery of a variety of small and medium sized events. Including but not limited to:               <ul style="list-style-type: none"> <li>○ Creation of event proposals and post-event reports</li> <li>○ Site space bookings</li> <li>○ Site layout design</li> <li>○ Liquor Licensing requests</li> <li>○ Equipment and infrastructure bookings</li> <li>○ Assist with onsite volunteer management</li> <li>○ Collateral (print and digital) coordination, including creative briefs for our in-house Graphic Designer</li> <li>○ Preparation of promotional briefs for the Marketing and Communications Coordinator</li> <li>○ Activity, entertainment, catering and other various contractor bookings</li> <li>○ Preparation of event briefings, run sheets and emergency evacuation plans</li> </ul> </li> <li>• Organise event logistics as directed with external and internal contractors.</li> <li>• Liaise with stakeholders on the delivery of events.</li> <li>• Coordinate the budget allocated for each event, ensuring invoices are coded correctly and paid within the required due dates.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Prepare risk request and event safety plans as required.</li> <li>• Oversee bump in, event duration and bump out as required.</li> </ul>
<b>Stakeholders and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Represent the Events team and AUSA in a positive light to establish and maintain positive relationships with stakeholders including:             <ul style="list-style-type: none"> <li>○ Internal departments</li> <li>○ External suppliers / contractors</li> </ul> </li> </ul>
<b>Administration and Budget</b>	<ul style="list-style-type: none"> <li>• Deliver set tasks as outlined by the Event Manager.</li> <li>• Contribute to the development and implementation of event policies, procedures and practices.</li> <li>• Contribute to continuously improving the risk management framework for AUSA activities and events.</li> <li>• Maintain and adhere to internal administrative practices in place for the events team, including record management and regular event reports.</li> <li>• Ensure invoices are coded correctly and paid within the required due dates.</li> <li>• Ensure credit card transactions are coded correctly and uploaded to Approval Max within a reasonable time frame.</li> </ul>

### SELECTION CRITERIA:

<b>ESSENTIAL CRITERIA:</b>	<b>DESIRABLE CRITERIA:</b>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in event management, community engagement or other relevant experience</li> <li>• Class C Driver's Licence</li> </ul> <p><b>Skills, experience and knowledge:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 1-year proven experience in a similar role.</li> <li>• Ability to identify, prioritise and implement cost-effective solutions.</li> <li>• Self-motivated and driven to actively achieve and improve student events and experience.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Proven time management skills.</li> <li>• Ability to multi-task, with experience working on multiple projects at one time.</li> <li>• Ability to prioritise tasks.</li> <li>• Pro-active team player with a positive attitude and an end-to-end goal-oriented approach.</li> <li>• Ability to problem solve.</li> <li>• Ability to work in a fast-paced environment.</li> <li>• Ability to collaborate with a variety of external</li> </ul>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Responsible Service of Alcohol certificate</li> <li>• First Aid qualification</li> <li>• Working with Children Check</li> </ul> <p><b>Skills, experience and knowledge:</b></p> <ul style="list-style-type: none"> <li>• Ability to work with students and young people.</li> <li>• Knowledge and/or understanding of youth culture.</li> </ul>

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<p>and internal stakeholders.</p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of, and commitment to, the implementation of equity principles and workplace health and safety principles.</li> <li>• Demonstrated ability to promote AUSA organisational values, and a commitment to positively comply with the associated behaviour expectations</li> </ul>	
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### SPECIAL CONDITIONS:

<ul style="list-style-type: none"> <li>• The appointment will be subject to 6 months probation. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.</li> </ul>
<ul style="list-style-type: none"> <li>• The incumbent will be required to undertake an annual performance agreement with direct manager, using the AUSA's Performance Development process.</li> </ul>
<ul style="list-style-type: none"> <li>• Take personal responsibility for understanding and complying with the AUSA's policies and procedures including WHS and equal employment opportunity.</li> </ul>
<ul style="list-style-type: none"> <li>• Must possess a current and valid Working with Children Check (WWCC) or be able to obtain one.</li> </ul>
<ul style="list-style-type: none"> <li>• Possession of a current Class C Drivers Licence and willingness to drive.</li> </ul>
<ul style="list-style-type: none"> <li>• Out of hours work may be required. Time off in Lieu (TOIL) will be negotiated.</li> </ul>
<ul style="list-style-type: none"> <li>• Travel between campuses will be required.</li> </ul>