

ROLE DESCRIPTION

ROLE TITLE: Events Coordinator

CLASSIFICATION: ASO5

ROLE NUMBER: P61747

AGENCY: [Department of the Premier and Cabinet](#)

DIVISION: Office of the Chief Operating Officer

BUSINESS UNIT: Multicultural Affairs

REPORTS TO: *Senior Events Advisor, Multicultural Affairs*

ROLES REPORTING TO THIS ROLE: *Nil*

BUDGET: *Nil*

ROLE PURPOSE:

The Events Coordinator is responsible for supporting the planning, development, delivery and evaluation of events for Multicultural Affairs, Department of the Premier and Cabinet (DPC), including festivals, awards, launches, receptions, announcements, and engagement events, as well as online events. The role also supports the implementation of proactive communication, event management, social media, media opportunities and activations, and associated activities, for Multicultural Affairs.

KEY OUTCOMES OF ROLE:

1. Support the full-service event management by contributing to the planning, development, delivery and evaluation of events for Multicultural Affairs.
2. Manage event related tasks and processes, including quotations, contract management, invite lists, RSVPs, invoicing, shopping, collating and inputting data, stocktakes, packing and unpacking, coordinating event collateral and following up operational requirements from participants.
3. Develop, coordinate and update administrative documents to support events, including running sheets, MC notes, supplier briefings, risk management plans, packing lists, stock registers, event plans, and maps.
4. Contribute to the development of verbal and written communications and coordinate the distribution to stakeholders and event participants, including people from culturally and linguistically diverse backgrounds.
5. Establish and maintain effective working relationships with key internal and external stakeholders to ensure timely responses and facilitate information exchange.
6. Provide operational support and guidance to event team staff, suppliers, volunteers, and participants undertaking events activities, including setting up equipment, supplier liaison during bump-in and out, and managing registrations.
7. Apply project management experience and knowledge to support the planning and delivery of events within agreed goals, budgets and timelines.
8. Contribute to the development and implementation of proactive communication and social media strategies for Multicultural Affairs' events.

KEY RELATIONSHIPS / INTERACTIONS:

- Senior Events Advisor, Multicultural Affairs (Line Manager)
- Senior Events Coordinators, Multicultural Affairs
- Director, Multicultural Affairs
- Colleagues in Multicultural Affairs and other DPC divisions
- DPC Strategic Communications Team
- External suppliers and contractors for the provision of communication and events-related service
- Multicultural community groups and peak bodies

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - National Police Check (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Some out of hours work will be required.
- Some manual tasks will be required.
- Class C Drivers Licence preferred.

KEY SELECTION CRITERIA:

1. Experience with full-service event management, including successful planning, development, delivery and evaluation of large public outdoor events and festivals, online events and corporate events.
2. Proven ability and experience in developing, coordinating and updating a wide range of administrative documents for events, including managing tasks to collect and collate relevant information and data using a variety of programs and systems.
3. Excellent organisation, planning and prioritisation skills with strong attention to detail and accuracy.
4. Proven ability and experience in managing administrative tasks to support events such as invite lists, RSVPs, invoicing, shopping, collating and inputting data, stocktakes, packing and unpacking, coordinating event collateral and following up operational requirements.
5. Demonstrated ability to work as a collaborative team player.
6. Ability to operate under limited direction, being able to determine and negotiate priorities and manage high volumes of work and to tight deadlines.
7. High-level interpersonal and communication skills, verbal and written, including the ability to establish good working relationships with customers and stakeholders at all levels and of all cultural backgrounds, and deal with situations requiring collaboration, consultation, negotiation and conflict resolution.
8. Demonstrated ability to identify, analyse and effectively resolve operational issues using a collaborative approach and creative problem-solving skills, together with an understanding of the challenges working in a government environment.
9. Tertiary qualification in event management, communications, or a related field (desirable).

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

**CORE COMPETENCIES & ASSOCIATED BEHAVIOURS
EXPECTED AT THIS CLASSIFICATION**

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with underperformance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self-development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained