Senior Events Coordinator

OUR CULTURE

The **Department for Energy and Mining (DEM)** is committed to being the Most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians.

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

DEM leads the global transformation economy, overseeing the responsible mining and production of the minerals, metals and fuels of the future, to safely and sustainably generate the energy and low carbon products of the future.

Our low-cost power, leading regulation system and culture of innovation is leading to the decarbonisation of industry, new modern manufacturing opportunities, increased employment and greater prosperity and security for the people of South Australia.

We particularly acknowledge the essential role that traditional Aboriginal people play in the energy and mining sector as land managers, heritage custodians, business owners and community leaders.

External Affairs is DEM's strategic interface with government, industry, stakeholders and the community. The directorate leads strategic communications, media, stakeholder engagement, social licence and public awareness initiatives, providing strategic advice and services that build trusted relationships, strengthen the department's reputation and support informed decision making across DEM.

ROLE TITLE	**Senior Events Coordinator**		
CLASSIFICATION	**ASO6**	**POSITION NUMBER**	**P19104**
DIVISION	**Office of the Chief Executive**		
BRANCH	**External Affairs**		
TEAM	**Strategic Communications and Media**		
DESIGNATED POSITION	**No**		

ROLE PURPOSE

The Senior Events Coordinator is responsible for leading the end-to-end planning, coordination and delivery of DEM's strategic events program, including major flagship events, and managing the departments external sponsorship agenda. The role also supports the development and delivery of marketing activities associated with these events, ensuring alignment with DEM strategic priorities.

DEM hosts and participates in a range of events, from the Premier's Awards for Energy and Mining to the Geological Survey of SA's Discovery Day, Copper to the World, Australian Energy Storage Conference, community open days and industry sponsored conferences.

REPORTING / WORKING RELATIONSHIP

- Reports to: Associate Director, Strategic Communications and Media
- Direct reports: Nil
- Works with: the broader External Affairs directorate and business units across the department.

KEY OUTCOMES

- Develop, plan and coordinate the departmental master calendar of internal and external events, including events, exhibition, sponsorships, engagements and announcements.
- Lead and oversee the development and implementation of industry events (internal and external).
- Contribute to the development, implementation and evaluation of effective events, sponsorships, and operational policies and practices, ensuring compliance with DEM and Government standards and protocols.
- Provide high-level event management advice and coordinate logistical support for a range of promotional activities including award ceremonies, launches, events,

seminars and exhibitions ensuring they comply with DEM and Government policies, meet defined objectives and achieve appropriate quality standards.

- Assist with the development of stakeholder lists, creation of marketing emails, writing event and promotional copy and working with the communications team to promote DEM's events.
- Contribute to the development of event collateral (i.e. brochures, stand designs).
- Manage DEMs external sponsorship program, including coordinating sponsorship proposals, agreements and deliverables and liaising with event organisers to ensure sponsorship obligations are met.
- Negotiate and define project methodologies and deadlines to achieve specific outcomes.
- Establish effective relationships and networks with other government agencies, industry and stakeholders to ensure effective delivery of events.
- Identify opportunities for joint working with other government agencies.
- Liaise, advise and consult with a wide range of contractors and external suppliers to ensure the delivery of services to required standards within deadlines and within budget.
- Manage events and sponsorship budgets.
- Supervise support staff during program/event peak periods.
- Coordinate and prepare high quality briefings and other relevant correspondence that provide specialist advice and reflect government priorities.
- Develop a strong evidence base (market research, response tracking, analysis) for all events and sponsorship programs.
- Represent DEM at relevant committees and working parties.

SELECTION CRITERIA

ESSENTIAL

- Experience in managing and delivering high level and significant events, sponsorship programs and projects.
- Ability to develop positive relationships with internal stakeholders, other public and private sector organisations and the business community.
- Experience in managing project teams, project /program resources and providing guidance to staff.
- Ability to communicate clearly, concisely and effectively both verbally and in writing with people at all levels including proven ability to consult, liaise and influence, and negotiate and manage conflict with tact and diplomacy.
- Demonstrated ability to manage time, objectives, strategies and priorities; to plan, organise, implement, progress and coordinate concurrent and responsive projects to meet objectives.
- Proficiency in Microsoft Office suite, event management, and email marketing platforms.
- Broad knowledge of communications and engagement theory and methodology in a government context, including alignment of public relations and marketing strategies.

DESIRABLE

- Experience in delivery of high-quality marketing and communications material in support of event and sponsorship activities.
- Sound knowledge of South Australian public service processes used to plan, manage and deliver, in conjunction with stakeholders, all types of events, sponsorships and publicity activities in a timely and cost-effective manner.
- Proficiency in Ministerial minute writing and correspondence.
- Sound understanding of South Australian government and protocols.

DESIRABLE QUALIFICATIONS

- Tertiary qualifications in event management, communications, marketing or equivalent is preferred but not necessary.

SPECIFIC REQUIREMENTS

- DEM encourages flexible working arrangements such as part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate Manager.
- The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace.
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the *Public Sector Act 2009*, as well as comply with any other relevant legislated requirements.
- Engagement in this role may be subject to a satisfactory Screening Check.
- Out of hours work will be required.