

Division/Department	Events and Learning
Salary Classification	Grade 4/5
Employment type	Full Time, Permanent
Date of Approval	March 2024

Primary purpose

The Senior Events Officer is a role within the events team at LGNSW and is responsible for the planning, coordination, and the delivery of events for LGNSW to meet its organisational goals. LGNSW delivers a diverse range of corporate events inclusive of multi-day conferences, online and in-person seminars and workshops, breakfast, lunch and dinner events and award presentations which, in turn, contribute to growth in the organisation’s reputation, events and sponsorship income streams.

Key accountabilities

- Co-ordinate and manage events as assigned by Manager, Events.
- Prepare and provide event operational and project plans including budgets, event schedules and programs, run sheets, resource requirements and stakeholder consultation to ensure the high-quality delivery of successful events and conferences are delivered on time and provide member satisfaction.
- Identify and manage operational support and logistical requirements including floor plans and layouts, cost recovery; liaise with venue operators and key stakeholders to manage event requirements before, during and after assigned events.
- Work with colleagues, partners, and suppliers to negotiate and secure quotations within budget and timeframe and arrange externally sourced services (if necessary) to deliver streamlined events.
- Effectively manage speakers, including the timely drafting of correspondence, the coordination of speaker transport, accommodation and the compilation of speaker presentations as required.
- Develop and negotiate high quality solutions to event related issues on assigned events.
- Conduct pre-and-post briefings with speakers and partners on assigned events and provide reports to Manager, Events.
- Assist Manager Events with support of less experienced Events team members as required. Provide regular progress reports (verbal and written) to Manager, Events.
- Contribute to and develop event and marketing communications.
- Update and maintain records, databases, and websites, complying with administrative systems requirements, to ensure that all information is accurate, stored correctly and accessible.
- Perform work in accordance with WHS policies and procedures.
- Actively engage and participate in team meetings, activities, and discussions.
- Contribute to a positive team culture through discussion and actions.
- Contribute and work collaboratively to ensure project outcomes are achieved.
- Where possible, link and align events selection and event content, logistics and sponsors on assigned events with strategic and operational plans for LGNSW.

Key challenges

- Manage a range of event communications and related activities concurrently, with varying timelines and workloads, in a demanding, high volume work environment.
- Achieve deadlines, budgets, and program milestones.
- Activities include developing effective marketing/event communications, event speaker management, member correspondence, managing spreadsheets, tracking presentations, budget quotes, event survey design and preparation.

Key relationships and role dimensions

Who	Why
Manager, Events	<ul style="list-style-type: none">• Receive broad guidance and strategic direction.• Provide advice and support and exchange information.
Colleagues	<ul style="list-style-type: none">• Develop and maintain respectful, positive, collaborative, cooperative and productive working relationships within the Events team and in cross-functional project teams.• Influence others in the achievement of set objectives.• Collaborate on matters, exchange information, provide advice and seek feedback.• Provide support to less experienced Events team members as requested by Manager, Events
External suppliers and other organisations	<ul style="list-style-type: none">• Develop and maintain effective business relationships.• Provide information, advice, and support.• Identify innovation and new opportunities.

Decision making

- The Senior Events Officer operates with some degree of autonomy, making day-to-day decisions relating to work priorities and workload management under the guidance of the Manager, Events.
- Accountable for delivering on assigned outcomes and for the accuracy, integrity and quality of advice provided in this context.

Reporting line

The position reports to the Manager, Events.

Direct reports: None.

Essential requirements

- A minimum 5+ years experience in events management, events marketing, or generalist marketing (with events responsibilities).
- A tertiary qualification in Event Management, Marketing or a related discipline is desirable.
- Proven capacity to prioritise and manage multiple tasks, competing interests and deadlines through the application of excellent time management and prioritisation skills.
- Advanced oral and written communication skills, with experience preparing reports, correspondence, speeches, scripts etc.
- Ability to manage multiple projects simultaneously.

- Customer focussed and problem-solving approach.
- Excellent attention to detail and ability to follow established processes and contribute to process development.
- Excellent interpersonal skills and a capacity to build and maintain effective relationships with a range of stakeholders, including senior management, staff, elected representatives (LGNSW members), and external suppliers.
- Demonstrated experience and working knowledge of event operations and logistics, production, risk management and compliance, budget management and financial accountability and stakeholder liaison.
- Advanced computer skills Microsoft Office Suite /365, project planning tools, and a high degree of proficiency with CRM systems (iMIS), event management and/or membership data base programs.
- Demonstrated experience with zoom webinar programs, graphic design, survey monkey and social media programs are highly desirable.
- Adhere to the organisation's Code of Conduct, Values and relevant policies and procedures.
- Ability to accept and contribute to workplace change.
- Perform any other duties that are reasonably within the competency, skills, and training of the position.
- Current Drivers Licence (NSW eligibility) with an ability to travel and work out of hours and weekends, as required.
- Ability to perform manual handling duties (lifting, bending, stretching, climbing) as required.
- Experience working with a council, or another government entity is desirable.