

ADMINISTRATION AND EVENTS OFFICER
POSITION DESCRIPTION

Position Title:	Administration and Events Officer	Position Number:	Faculty/Division: Faculty of the Professions
Classification:	HE03	No. Direct Reports & Highest Classified Position: 0	School/Branch: Business School Office
FTE: 1.0	Reports to: Business Manager	Fixed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/>	Discipline/Unit:
Position Summary:	<p>The University of Adelaide is a leading research intensive and teaching University comprising five faculties including the Faculty of the Professions.</p> <p>This Administration & Events Officer will provide support to the Business Manager and the Dean's Personal Assistant with travel arrangements, and acquittals of the Deans Office. Event coordination will form a major part of this role assisting the Business Manager and the Dean with visitor schedules, organising events, liaising with contractors and venues, catering providers and attendees. This role will also be the first point of contact for the Dean's office.</p>		
Position Characteristics:	Scope	Working under general direction, the Administration and Events Officer supports the event administration and coordination in conjunction with the Dean's Assistant and Business Manager. The role also supports the front desk through the provision of general office support.	
	Significant internal/external relationships	<ul style="list-style-type: none"> • Dean of Business • Business Manager • Accreditation Manager • Personal Assistant • Faculty Finance Office 	
	Special conditions	<ul style="list-style-type: none"> • Reasonable workplace adjustments will be made for people with a disability. • Occasional work outside of normal working hours 	
	Delegations	Nil	

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Key Responsibilities and Outcomes	1	Event Coordination and Visitor Management	<ul style="list-style-type: none"> • Responsible for ensuring effective and timely coordination of events, visitor access and staff administrative support. • Provide high level of service to visitors, including staff and students. • Assist in the coordination of visitors schedules and itinerary as required • Ensure all travel arrangements, room bookings and catering is coordinated and booked in a timely fashion and communicated effectively • Ensure event locations and facilities are set up in a timely fashion for events and all required resources are sourced and made available. • Coordinate end to end event management as required, including the input of data into the CRM, system setup of event registration and participant reports
	2	General Administration	<ul style="list-style-type: none"> • Support the Business Manager and the Personal Assistant with staff meetings, catering and various requirements • Assist with the input of basic data entry and student correspondence as required • Provide reception service and respond to face to face and telephone enquiries
	3	HS&W and Facilities	<ul style="list-style-type: none"> • Ensure HS&W requirements are met for visitor induction and the use of facilities • Assist with keeping resource and storage spaces in good order to ensure a professional and safe working environment.
Criteria	Capabilities and Behaviours	Service Focus	<ul style="list-style-type: none"> • Responds promptly to the needs of the client even when under pressure • Maintains clear and appropriate communications with the client • Demonstrates active listening and questioning skills to identify client needs and issues
		Communication	<ul style="list-style-type: none"> • Cooperates with others, shares relevant information and seeks information from others as required • Gains clear agreements by presenting own position clearly and considering alternative viewpoints

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		Teamwork	<ul style="list-style-type: none"> • Encourages cooperation and collaboration • Works effectively in a team environment • Relates well to other team members • Understands the work of the group and demonstrates a commitment to team goals
		Continuous Learning	<ul style="list-style-type: none"> • Open to learning new skills and ideas and takes part in learning opportunities • Keeps abreast of new technology and best practice • Contributes ideas towards continuous improvement of processes and service • Displays an interest and enthusiasm for the field of work
	Knowledge and Experience		<ul style="list-style-type: none"> • Professional communication skills with demonstrated experience liaising with a wide range of stakeholders • Demonstrated experience in coordinating events and international and domestic travel requirements. • Demonstrated administrative ability to manage competing demands in an organised manner • Demonstrated experience with a wide range of software applications including an ability to maintain website information
	Qualifications		<ul style="list-style-type: none"> • Post secondary level qualification or relevant work experience
Occupational Health, Safety and Welfare Requirements			<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.

