

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Events Coordinator</b>
<b>Reports to:</b>	<b>Events Operations Manager</b>
<b>Direct reports:</b>	<b>NA</b>
<b>Indirect reports:</b>	<b>Event assistants (event dependent)</b>
<b>Volunteers and Interns:</b>	<b>Event volunteers (event specific)</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>

### **Organisation:**

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).
- Commercial offerings including the Dunedin Craft Beer and Food Festival and the University Bookshop

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values input from all staff.

### **Position Purpose:**

- Take responsibility for the coordination of specific events and provide support across the department.
- Ensure that all events provide a safe & welcoming environment for attendees.
- Provide event coordination support & expertise to the wider OUSA & Executive.
- Recruit, develop, coordinate and help retain delegated staff and volunteers.

## Areas of Responsibility

Area	Expected Outputs
<b>People management</b>	<ul style="list-style-type: none"> <li>• Ensure volunteers have the best experience possible while helping ensure the success of our events</li> <li>• Take responsibility for recruiting, coordinating and scheduling of volunteers and casual staff as approved by the Events Manager.</li> <li>• Coordinate suitable induction and training processes for event specific casuals and volunteers</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Prepare, manage and report on event specific budgets.</li> <li>• Ensure payments are sent and received within contracted timelines and following OUSA policies</li> </ul>
<b>General Tasks</b>	<ul style="list-style-type: none"> <li>• Coordinate specific events including but not limited to:             <ul style="list-style-type: none"> <li>- Coordinate planning &amp; on-site logistics</li> <li>- Liaising with Marketing &amp; Communications to facilitate a communications and promotional plan</li> <li>- Venue sourcing and booking</li> <li>- Create event Health &amp; Safety plans and Risk Registers</li> <li>- Coordinate event partner &amp; stake holder communications</li> <li>- Create comprehensive event run sheets and schedules</li> <li>- Negotiate booking and contracts for entertainment/artists/speakers</li> <li>- Coordinate &amp; engage the services of suitable suppliers and contractors</li> <li>- Liaise with Planet Media to identify any sales &amp; sponsorship opportunities</li> <li>- Evaluate events to ensure they are meeting KPI's and remaining relevant to the student body by using qualitative measures including student, staff &amp; stakeholder feedback and surveys, as well as quantitative measures including attendance, budget performance etc.</li> </ul> </li> <li>• Provide logistical and planning support to OUSA and student events including equipment booking.</li> <li>• Monitor and maintain OUSA Event equipment</li> <li>• Identify and implement improvements to processes and policies</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> </ul>

	<ul style="list-style-type: none"> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
<b>Delegated authorities</b>	<ul style="list-style-type: none"> <li>• Delegated financial authority to \$250 for Events Department</li> </ul>

### Personal Attributes

<b>Working Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships both internal and external to the department.</li> <li>• Ability to relate to a diverse range of people</li> <li>• Excellent written and oral communication skills</li> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines</li> <li>• Is organised and keeps all files and documents in order</li> <li>• Ability to work independently and as part of the team</li> <li>• Ability to recognise when issues need to be escalated to the Departmental Manager</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever-changing needs of the OUSA</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate</li> </ul>

### Qualifications and Experience

- Qualification in Event Management or relevant fields is preferred
- Preferably at least three years' experience in the Events Industry (major events)
- Full Drivers Licence
- High Standard in Professionalism, ethics, and integrity.