

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Events Assistant (Fixed-Term)
Reports to:	Events Operations Manager
Volunteers and Interns:	The OUSA Events team engages 300 volunteers over the course of a year
Location:	OUSA, University of Otago, Dunedin

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).

The OUSA Executive (the elected student members and governors of the Association) runs 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:

- Provide assistance to the OUSA Events team to ensure the coordination, delivery and promotion of the OUSA Events Programme

Areas of Responsibility

Area	Expected Outputs
General Tasks	<ul style="list-style-type: none"> • Provide assistance with site management, including but not limited to: <ul style="list-style-type: none"> - Planning & on-site logistics - Coordinating event partner & stake holder communications - Create comprehensive event run sheets and schedules - Negotiate booking and contracts for entertainment/artists/speakers - Coordinate & engage the services of suitable suppliers and contractors - Evaluate the event to ensure KPI's are achieved and remain relevant to the student body by using qualitative measures including student, staff & stakeholder feedback and surveys, as well as quantitative measures including attendance, budget performance etc. • Provide logistical and planning support to OUSA including equipment booking. • Monitor and maintain OUSA Event equipment • Identify and implement improvements to processes and policies • Organise Food Truck Festivals and Music in the Food Court
Health and Safety	<ul style="list-style-type: none"> • Take personal responsibility for engaging in OUSA's no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in • Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register • Be familiar with the location of first aid kits and qualified first aiders in the Association • Be familiar with and adhere to any health and safety plans • 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 • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community

Personal Attributes

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

Qualifications and Experience

- Tertiary Qualification in Event Management or relevant fields is preferred
- Full Drivers Licence
- Intermediate experience in MS Office
- High Standard in Professionalism, ethics, and integrity.