

Job Description: QLD Events Manager

About the Property Council	The Property Council of Australia is the champion of Australia's largest industry that employs 1.4 million Australians and shapes the future of our cities. Our members include large and small companies which invest, own, manage and develop all forms of property as well as providers of professional services to the industry.
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Position	QLD Events Manager
Business Unit & Location	QLD Commercial Division, Brisbane
Reports to	QLD Commercial Director
Direct reports	None

Position Purpose	<p>The QLD Events Manager is responsible for management of all events, from planning to delivery, including logistics and marketing responsibilities.</p> <p>The Events Manager also works with the Commercial Director to ensure the financial success of events whilst meeting expectations of Property Council members and sponsors.</p>
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Relationships	
Key Internal Relationships	QLD Commercial Director QLD Deputy Executive Director QLD Director QLD team members
Key External Relationships	Property Council members Sponsors Government – local and state External vendors

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Event Coordination	Management of designated events from planning to delivery. Develop event plan with relevant stakeholders, setting & managing timelines. Manage external providers to ensure effective delivery of services required to deliver the event.	Positive feedback from Commercial Director Positive event feedback Events run smoothly and professionally Timelines for event planning met to allow smooth running of event

	<p>Speaker liaison responsibilities including but not limited to sourcing, booking, travel arrangements and any speaker materials .</p> <p>Sponsor liaison.</p> <p>External vendor liaison including but not limited to venues, catering, AV.</p> <p>Creation and production of promotional and administrative materials relating to event including but not limited to run sheets, presentations, flyers.</p> <p>Management of all onsite activities.</p>	<p>Event related documentation including quotations, coding of final invoices and all other documentation provided to management in timely manner ensuring accuracy of all documentation.</p> <p>Post event procedures addressed in timely and accurate manner.</p>
Membership Engagement	<p>Support strategies to retain and attract members</p> <p>Manage the delivery of events to provide deep value to members and strong commercial returns to the Property Council.</p> <p>Prioritisation of members and sponsors needs</p>	<p>Quality of member relationships</p> <p>High member satisfaction and retention</p>
Financial	<p>Preparation development and management of event budgets.</p> <p>Preparation of comparison options relating to event if required.</p> <p>Timely invoice tracking and accurate account code application to facilitate smooth monthly accounts reporting.</p> <p>Preparation of income and expenditure statements for reference and event file.</p> <p>Proactively contributing to growth of events, promote ideas for cost savings.</p>	<p>Positive feedback from Commercial Director</p> <p>Demonstration of opportunities to negotiate with suppliers to gain a better financial outcome.</p> <p>Accuracy of all financial data.</p>
Staff Management	<p>Supervise, communicate and coordinate event related workflow, processes and procedures for the Events Assistant.</p> <p>Supervise Events Assistant to ensure a positive impact across the QLD team.</p>	<p>Event preparation is smooth, timely and professional.</p> <p>Demonstration of strong working relationship through cooperative, supportive liaisons with Events Assistant and other stakeholders.</p>
Future Direction Committee Liaison	<p>Work with the Property Council's Future Directions committee to develop event content, speaker and sponsor suggestions.</p>	<p>Positive event feedback from attendees and Committee members</p> <p>Events run smoothly and professionally</p> <p>Effectiveness of committee</p>
People and Culture	<p>Proactively champion and role model a one company culture.</p> <p>Promote a high performance and accountability culture</p>	<p>Demonstration of an energised and collaborative mindset.</p>

Requirements including essential criteria

Experience and skills	<p>Membership or customer focused experience and exposure to an event environment.</p> <p>Ability to work with an open mind, proactively identifying issues and/or improvement opportunities.</p> <p>Good communication skills (both verbal and written) with internal and external stakeholders, at all levels.</p> <p>Sound knowledge of Microsoft Office Suite.</p> <p>Demonstrated ability to work autonomously and be self-driven, as well as being able to work in a team environment and under direction.</p> <p>Ability to work to tight deadlines and set timelines.</p> <p>Professional phone manner</p> <p>Ability to juggle and prioritise many tasks at the same time through the use of effective time management skills.</p> <p>Strong interpersonal skills</p> <p>To maintain a professional approach and professional personal presentation.</p> <p>Proven ability to productively and positively manage internal relationships including directing, mentoring and upskilling of event staff</p> <p>Proven ability to productively and positively manage external relationships</p> <p>Exposure to development and sourcing of event sponsors.</p>
Knowledge	<p>High level of proficiency in Microsoft Office Suite.</p> <p>Desirable – Etouches event software, Adobe Creative Cloud suite, Cvent, CRM</p>
Education	<p>Minimum Diploma level education in events and/or marketing.</p>
Work experience	<p>Minimum level of 5 years of experience commensurate with the role.</p>
Essential requirements	<p>Ability to travel interstate</p> <p>Occasional irregular hours during events and conferences</p> <p>Moderate physical lifting required</p>