

Job Description: QLD Senior Events Coordinator

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 Senior Events Coordinator
Business Unit & Location	QLD Commercial Division, Brisbane
Reports to	QLD Commercial Director
Direct reports	None

Position Purpose	<p>The Senior Events Coordinator will be responsible for the planning and delivery, including logistics and marketing, of a successful Queensland events program that provides exceptional member services and supports the division's and organisations business.</p> <p>The role will provide support to the Commercial Director to ensure the success of events and meet expectations of Property Council members and sponsors.</p>
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Relationships	
Key Internal Relationships	QLD Commercial Director QLD Deputy Executive Director QLD Executive 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	Alongside the QLD Commercial Director, plan, coordinate and deliver the Division's major events to support our advocacy agenda including: Collaborate with Policy colleagues and Member committees to identify appropriate content and speakers. Promote appropriate diversity across all events.	Professionally executed events Budget and attendee numbers are met or exceeded Positive feedback from Commercial Director Positive event feedback Timelines for event planning are met

	<p>Plan, coordinate and deliver designated events with professionalism and high-quality member services.</p> <p>Manage VIP delegates.</p> <p>Ensure external providers deliver effective services during events.</p> <p>Monitor event performance via event numbers.</p> <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 events including but not limited to run sheets, presentations, name badges, floor plans, etc.</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>
Event Marketing	<p>Continuous expansion of opportunities for promotion.</p> <p>Track registrations (Event Numbers) for events and make additional efforts as necessary to maximise anticipated attendance.</p>	<p>Accuracy of website listings</p> <p>Event numbers achieve or exceed budget</p>
Membership Engagement	<p>Support strategies to retain and attract members.</p> <p>Support the delivery of events to provide deep value to members and commercial returns to the Property Council.</p> <p>Prioritisation of members and sponsors needs</p>	<p>High member satisfaction and retention</p> <p>Member satisfaction with queries responded to appropriately and in a timely fashion.</p> <p>Develops strong working relationships through cooperative, supportive liaisons with members and other stakeholders.</p>
Financial	<p>Support the Commercial Director with the preparation, development, and monitoring of event budgets.</p> <p>Prepare 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>Prepare income and expenditure statements for reference and event file.</p> <p>Proactively contribute to growth of events and promote ideas for cost savings.</p>	<p>Positive feedback from Commercial Director</p> <p>Successful negotiations with suppliers to gain a better financial outcome.</p> <p>Accuracy of all financial data.</p>

Staff Management	Communicate and coordinate event related workflow, processes and procedures for the Events team.	Event preparation is smooth, timely and professional. Demonstration of strong working relationship through cooperative, supportive liaisons with stakeholders.
Committee Liaison	Contribute ideas and collaborate with the Property Council's committees (from time to time) to develop event content, program initiatives and strong committee networks.	Positive event feedback from attendees and Committee members Events run smoothly and professionally
People and Culture	Proactively champion and role model a one company culture. Promote a high performance and accountability culture	Demonstration of an energised and collaborative mindset.

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>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	Minimum Diploma level education in events and/or marketing.
Work experience	Minimum level of 5 years of experience commensurate with the role.
Essential requirements	<p>Ability to travel interstate</p> <p>Occasional irregular hours during events and conferences</p> <p>Moderate physical lifting required</p>