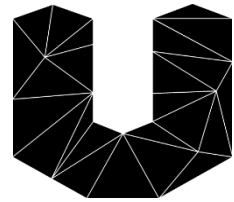


# Duty Statement: Events & Office Coordinator

<b>Hours</b>	Full time: 35 hours per week
<b>Classification Level</b>	Administration Officer 2
<b>Industrial Agreement</b>	2012-2015 UnionsACT Collective Agreement
<b>Supervisor</b>	Secretary
<b>Last Reviewed</b>	18 <sup>th</sup> June 2015



## POSITION DESCRIPTION

The UnionsACT Events & Office Coordinator manages all internal office processes, coordinates UnionsACT events and provides meeting support. Duties may vary depending on the operational needs of UnionsACT, but will not vary outside reasonable expectations.

## DUTIES AND RESPONSIBILITIES

The Events & Office Coordinator's duties include, but are not limited to:

### Events

- Coordinate seminars, briefings and annual events, including events for May Day, Family & Community Day and end of year celebrations, and assist with sourcing sponsorship where appropriate.
- Administer event budgets, to ensure individual events and programs are delivered within budget.
- Support campaign staff to develop and deliver a calendar of events.
- Coordinate administrative support for UnionsACT campaign events.

### Administration

- Manage, under direction from the Secretary, the TLC Office Budget, ensuring appropriate monitoring.
- Administer UnionsACT's office registers, processes and systems including IT systems; maintain office including coordinating reception, petty cash, mail and travel bookings for staff.
- Liaise with external stakeholders, including body corporate, banks, contractors, suppliers and vendors, and manage service and supplier contracts as directed.
- Assist staff in securing quotes and ordering merchandise, signs, documents and promotional material.
- Assist relevant staff in preparing the annual budget, in consultation with the Secretary and Finance Officer.

### Secretarial Support

- Organise all internal meetings and provide secretarial support during meetings. Support external meetings as required.
- Provide administration support for document preparation, collation and reporting.

### Human Resources

- Administer, on behalf of the Secretary, the staff leave and leave calendar in line with UnionsACT Policies.
- Conduct inductions for all new staff in line with the UnionsACT Policies.

- Ensure that WH&S legislation is adhered to. Seek to create a healthy and safe workplace.

### **SELECTION CRITERIA**

Successful candidates for this position will have:

- Proven administration experience, demonstrating organisation and planning skills, efficiency, accuracy and attention to detail.
- Demonstrated capacity to develop and improve administration systems, processes and procedures.
- Demonstrated computer literacy and ability to become familiar with new software, and databases.
- Excellent stakeholder management skills, and a willingness to work cooperatively with internal and external stakeholders to achieve UnionsACT's objectives.
- Demonstrated willingness to organise and administer high impact events, including seeking sponsorship.
- A capacity to work independently and as part of a tight-knit team.
- Experience in event management role highly valued.

### **CONDITIONS**

- Salary range \$58,524 - \$70,826 (based on experience)
- 14.5% Super
- Fixed-term employment contract until 30 October 2016
- 17.5% annual leave loading
- Work hours will include some after-hours work.