



POSITION DESCRIPTION

TITLE	Events Officer
REPORTS TO	Events & Programs Manager
CLASSIFICATION	Level 3
POSITION STATUS	Fixed Term Contract / Part-time 0.8FTE
LOCATION	University of Adelaide – North Terrace Campus

YOUX MISSION

YouX exists primarily to:

- Provide amenities and services to its members; and
- To further the welfare of its members.

Further to its primary objects, it will endeavour:

- To be the main social, cultural, and support centre for all the students of the University of Adelaide;
- To represent the interests of the students of the University, individually and as a whole, to the University, government, and the community at large; and
- To ensure that its services are provided equitably across the major campuses of the University.

These objects will be achieved through a partnership of students, members, the University and staff.

PURPOSE OF POSITION

The Events Officer will be responsible for assisting with the planning and implementation of the YouX events calendar at the University of Adelaide's three campuses (North Terrace, Waite and Roseworthy). This position will predominately be 4-days per week (0.8 FTE), with the potential to increase days in the lead up to and during O'Week (February) and busy event periods.

KEY RESULT AREAS AND RESPONSIBILITIES

Key result area:	Major activities:
Event Management	<ul style="list-style-type: none">• In conjunction with the Events & Programs Manager conceptualise and develop detailed event plans.• Project manage the operational delivery of a variety of events that are both small and large in scale. Including but not limited to:<ul style="list-style-type: none">○ Site space bookings○ Site layout design○ Liquor Licensing requests○ Equipment and infrastructure bookings○ Volunteer management○ Collateral (print and digital) coordination, including creative briefs for Graphic Designer.

	<ul style="list-style-type: none"> ○ Activity, entertainment, catering and other various contractor bookings. ○ Preparation of event briefings, run sheets and emergency evacuation plans. ○ Preparation of promotional briefs for the Marketing and Communications Coordinator. <ul style="list-style-type: none"> • Coordinate event logistics with external and internal contractors. • Liaise with stakeholders on the delivery of events. • Coordinate the budget allocated for each event, ensuring invoices are coded correctly and paid within the required due dates. • Prepare risk request and event safety plans as required. • Act as site manager for bump in, event duration and bump out as required.
Administration	<ul style="list-style-type: none"> • Contribute to the development and implementation of event policies, procedures and practices. • Contribute to continuously improving the risk management framework for YouX activities and events. • Maintain and adhere to internal administrative practices in place for the events team, including record management.
Participate in a positive culture	<ul style="list-style-type: none"> • Attend staff meetings as scheduled. • Meet regularly with the Events & Programs Manager and the Events team. • Have a team-oriented approach. • Voice views and concerns in a constructive manner. • Participate in quality improvement, training and development activities. • Have a positive approach and attitude towards YouX services and membership.
WHS	<p>Ensure that the work environment and work practices adopted lead to good health and safety performance. This involves compliance with all relevant WHS Legislation, Codes of Practice Standards, Policies, Operating Procedures and work instructions and being actively involved in YouX WHS systems and procedures.</p> <p>In particular all staff must:</p> <ul style="list-style-type: none"> • Notify hazards incidents, accidents and injuries • Use plant and equipment in a safe manner • Actively participate in appropriate WHS training • Do nothing which puts themselves or others at risk of injury, or condone this behaviour in others.

SELECTION CRITERIA

Essential Criteria:	Desirable Criteria:
<p>Qualifications</p> <ul style="list-style-type: none"> • Tertiary qualifications in event management, community engagement or other relevant experience • Class C Driver's Licence <p>Skills, experience, and knowledge</p> <ul style="list-style-type: none"> • Minimum of 1-year proven experience in a similar role. • Ability to identify, prioritise and implement cost-effective solutions. • Self-motivated and driven to actively achieve and improve student events and experience. 	<p>Qualifications</p> <ul style="list-style-type: none"> • Responsible Service of Alcohol certificate • First Aid qualification • DCSI Working with Children Check <p>Skills, experience, and knowledge</p> <ul style="list-style-type: none"> • Ability to work with students and young people. • Knowledge and/or understanding of youth culture.

- Excellent verbal and written communication skills.
- Proven time management skills.
- Ability to multi-task, with experience working on multiple projects at one time.
- Ability to prioritise tasks.
- Pro-active team player with a positive attitude and an end-to-end goal-oriented approach.
- Ability to problem solve.
- Ability to work in a fast-paced environment.
- Ability to collaborate with a variety of external and internal stakeholders.

SPECIAL CONDITIONS

- The appointment will be subject to a 6-month probation. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with the direct manager, using the YouX Performance Development process.
- Take personal responsibility for understanding and complying with YouX policies and procedures including WHS and equal employment opportunity.
- Must possess a current and valid Working With Children Check or be able to obtain one.
- Possession of a current Class C Driver's Licence and willingness to drive.
- Out of hours work may be required. Time off in Lieu will be negotiated.
- Travel between campuses will be required.