



POSITION DESCRIPTION

JOB TITLE	Events & Special Projects Manager
BUSINESS UNIT	UNE Life
REPORTING TO	General Manager (Operations)
LOCATION	Armidale
CLASSIFICATION	Award Free
DATE	November 2021

PURPOSE OF THE POSITION

The Events & Special Projects Manager is responsible for end-to-end management of a series of signature events at UNE Life, including UNE's graduation celebrations, and special projects that arise as a result of new strategic opportunities.

Through the coordination of efforts across multiple stakeholders, the Events & Special Projects Manager is ultimately responsible for the design and implementation of both place-based, and digital events, that aim to engage UNE communities, and strengthen the brand and reputation of UNE Life and the greater University.

ORGANISATIONAL CONTEXT

UNE Life is a wholly owned, not-for-profit entity of the University of New England independently governed by a Board of Directors and managed by a CEO. We are a business dedicated to enhancing the experience of our students, staff and community through the provision of quality and innovative service both on-campus and off campus in the wider Armidale community.

UNELife is divided into five (5) business units:

- Commercial Services - incorporating our retail outlets, restaurant and cafes, catering and cinemas businesses.
- SportUNE – incorporating our gym, on campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information/Event Management
- Corporate Services – finance, governance, information management and human resources.
- Student Experience – incorporating Tune FM (student radio) and Advocacy and Welfare Services.

Our success to date has been built upon our ability to deliver a financially viable business whilst maintaining a relentless focus on performance and service excellence.



KEY ACCOUNTABILITIES

1. Conceptualise, design, and deliver high-profile events that contribute to UNE Life strategy and other community engagement initiatives.
2. Produce detailed proposals and plans for events, including timelines, venues, suppliers, staff resources, budgets, and legal obligations.
3. Maintain clear expectations and timely communication with all event stakeholders
4. Utilise superior problem-solving skills to overcome challenges and changing needs
5. Ensure all compliance obligations are met including insurance, legal, workplace health and safety, and relevant University protocols.
6. Oversee communication and promotional materials for events and activations
7. Design and implement methods to transform traditional place-based events, into a digital experience.
8. Evaluate and measure event success and leverage reporting and insights to assist UNE Life strategic planning
9. Provide leadership, mentoring and support to dynamic departmental staff, ensuring continuous professional and personal development.

Note: *It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.*

LEADERSHIP ACCOUNTABILITIES

- Espouse UNE Life values
- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.
- Promote a harmonious and inclusive workplace free of discrimination, harassment and bullying.

KEY RELATIONSHIPS

- External Stakeholders
 - UNE Staff & Senior Executive
 - UNE Students
 - Community leaders
 - Community organisations
 - Contractors
- Internal Stakeholders:
 - UNE Life Colleagues

SELECTION CRITERIA

1. A degree with extensive experience in event management/operations/; or extensive relevant experience and event management expertise; or an equivalent combination of relevant experience and/or education/training.



2. Highly developed problem-solving skills and ability to understand expectations and challenges, at an operational level
3. Exceptional interpersonal skills and demonstrated ability to liaise, consult, and negotiate effectively with a wide range of people and backgrounds.
4. Exceptional planning and organisational skills, with the ability to manage a number of events/projects at one time, achieve required outcomes, and meet deadlines in a high-pressure environment.
5. Demonstrated experience in leading a team of motivated and passionate staff
6. Highly developed IT skills, including Word, Excel and other MS office programs, database management, and foundational knowledge of IT hardware as it relates to event management

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

