

## **POSITION DESCRIPTION**

<b>TITLE</b>	Events & Engagement Coordinator
<b>REPORTS TO</b>	Events, Sponsorship & RCPA Foundation Manager
<b>LOCATION</b>	Sydney/Hybrid (4 days a week).
<b>CLASSIFICATION</b>	0.8FTE/Salary dependant on qualifications and experience.
<b>WEBSITE</b>	<a href="https://www.rcpa.edu.au/Home">https://www.rcpa.edu.au/Home</a>

This position provides events coordination, key administrative support and functions and project management support for the Events and Sponsorship Manager.

The position requires initiative and the ability to work autonomously with limited guidance.

The individual must be results focused, collegiate, flexible, with an eye for detail. An ability to communicate effectively and professionally at all levels is essential.

The College manages up to 15 events per year (including one large annual scientific meeting) and other educational activities across Australasia.

## **QUALIFICATIONS AND EXPERIENCE**

- Experience in event or project coordination.
- Sound computer skills
- Outstanding organisational skills, with the ability to multitask and project manage various tasks.
- Outstanding ability to communicate effectively verbally and in written format.

## **KEY DUTIES AND RESPONSIBILITIES**

- Coordinate key aspects of the College's annual scientific meeting Pathology Update.
- Coordinate College short course educational and social events.
- Coordinate College involvement in medical dental and scientist career days, coordination of volunteers and proactive engagement with University Medical Societies and AMA post graduate organisations.
- Coordinate & act as Administrator for the Academic Advisory Committee
- Effectively communicate and liaise (as directed) with multiple internal and external stakeholders.
- Assist where required with general office duties and office administration to ensure the smooth running of the College.
- Other duties as directed from time to time.

## ACCOUNTABILITY

- Effective performance of all allocated tasks and duties
- Specific responsibility areas as outlined above

## BUDGET RESPONSIBILITIES

- Manage the budget for RCPA short courses and educational activities in conjunction with the Events and Sponsorship Manager and the College finance team.

## INTERACTIONS

### Internal

- Event and Sponsorship Manager
- Events & Grants Coordinator
- Executive Team
- Other College Staff
- College Volunteer Committees

### External

- External Committees and Organisations
- External suppliers
- External speakers
- Conference and Event attendees as required
- Universities and University Medical Student and Pathology Societies

## TRAVEL REQUIREMENTS

Destination	Required	Frequency
International Travel	No	No
Domestic	Yes	Occasional

## WEBSITES

<https://www.rcpa.edu.au/Events/Pathology-Update>

<https://www.rcpa.edu.au/Events> (College Events have the College Icon next to them).

<https://www.rcpa.edu.au/Education/Students-and-Junior-Doctors>

<https://www.rcpa.edu.au/Education/Promoting-Aboriginal,-Torres-Strait-Islander-and-M>

## AWARD COVERAGE

This position is a Event Coordinator and is exempt from Award coverage.