

POSITION DESCRIPTION

TITLE Events & Engagement Coordinator (4 days a week)

REPORTS TO Events and Sponsorship Manager

<p>Key Accountabilities What will the (Events and Grants Coordination) be responsible for?</p>	<p>KEY DUTIES & RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provide event coordination and administrative support to the Event and Sponsorship Manager in organising College external events including Pathology Update, (the annual College conference), as well as other short education courses and activities and exhibitions (including career days and other ad hoc events). • This involves assisting with all aspects of conference/event organisation including, speaker liaison, accommodation and travel requirements and the organisation of conference booths as well as onsite support as required. • 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. • Coordinating Career Days and Medical/Science student engagement and administrative duties for the Academic Advisory Committee • Ensures that College records are updated to ensure accurate details related to key activities are maintained, including website information. • Undertakes regular audits of the events section of the website to ensure the information is current and accurate. • Other duties as directed from time to time by the Events and Sponsorship Manager
<p>Key Behaviours How will the (Events and Grants Coordination) need to act?</p>	<ul style="list-style-type: none"> ▪ The position requires the individual to be an effective coordinator/ administrator who is collegiate, flexible, communicates effectively and can produce results.

<p>Key Selection Criteria Considering what the (Events Coordination) needs to do in the role, what are the key criteria upon which potential candidates will be short listed?</p>	<ul style="list-style-type: none"> ▪ Experience in event/ administration. ▪ Sound computer skills including running virtual educational activities via MS TEAMS or ZOOM. ▪ Certificate in Office Administration or experience in a Supervision/Coordinator Role ▪ Outstanding organisational skills, with the ability to multi task and project manage various tasks. ▪ Outstanding ability to communicate effectively verbally and in written format. ▪ relationship management skills ▪ Precision and attention to detail ▪ Advanced computer skills in Microsoft Office products (especially in Word and Excel) , MS Teams. ▪ Outstanding ability to communicate effectively verbally and in written format. ▪ Strong people and agility skills
<p>Key Elements of 'Fit' Considering the organisation, its future state, and the environment in which it works, what the Events and Grants Coordination needs in order to achieve a good 'fit'?</p>	<p>Personal Style:</p> <ul style="list-style-type: none"> • Professional, mature, and diplomatic. • Insightful regarding others. • Capable of empathy and effective listening. • Can communicate effectively with different internal and external constituencies. <p>Motivation/Aspiration:</p> <ul style="list-style-type: none"> • Motivated by achievement of agreed goals to an exceptional standard. <p>Preferred Working Environment:</p> <ul style="list-style-type: none"> • Systematic and ordered <p>Response to Pressure:</p> <ul style="list-style-type: none"> • Able to maintain calm and focus under pressure • Solutions and outcomes focussed
<p>The Offer Describe aspects of the role that may be attractive to candidates with the right capabilities and fit.</p>	<p>Salary Package: Commensurate with qualifications, experience and market rates.</p> <p>Opportunity to Make a Difference: This role has an impact on the College's perceived and real performance in the delivery of educational content.</p> <p>How the role can contribute to leadership career advancement: This role could lead to a similar role in a larger organisation.</p>

	<p>Status and profile of the role: The role will have contact with a broad range of internal and external RCPA stakeholders.</p> <p>Professional development opportunities offered: As needed/requested (internal and external).</p>
<p>Other Relevant Information</p>	<p>Location: Sydney, Australia</p> <p>Travel Requirements: Domestic travel is occasional.</p> <p>Hours: 4 days a week</p> <p>Out-of-Hours Work: Reasonable additional hours on weekend and after hours to meet the deliverables of the Events portfolio and Time in Lieu given.</p> <p>Employment Practices: Hybrid Flexible work is available.</p>