



Events Manager

Organisation Overview

The Public Health Association of Australia (PHAA) is recognised as the principal non-government organisation for public health in Australia working to promote the health and well-being of all Australians. It is the pre-eminent voice for the public's health in Australia. The PHAA works to ensure that the public's health is improved through sustained and determined efforts of the Board, the National Office, the State and Territory Branches, the Special Interest Groups and members.

The efforts of the PHAA are enhanced by our vision for a healthy Australia and by engaging with like-minded stakeholders in order to build coalitions of interest that influence public opinion, the media, political parties and governments.

Position Overview

This is an exciting, challenging and rare opportunity to lead, and be part of, an innovative successful events team.

We are looking for an experienced Events Manager to lead, support and mentor the PHAA Events Team in delivering key public health national and international events, as well as working closely with the PHAA membership, Branches and Special Interest Groups, and public health. The ideal applicant will have a minimum of 5 years' experience, in managing events and a small team, with qualifications in events management or a similar field such as project management is preferred.

The Events Manager is a core position at PHAA, therefore the ideal candidate will have the ability to exercise professional judgement in prioritising and focusing their work to manage and support the delivery of PHAA's events program. They must have sound leadership skills, budget management and forecasting experience, strong stakeholder management and event marketing experience. In addition, experience in developing and maintaining operational event policies and procedures in line with PHAA's Event Management Framework is expected.

This is a full-time (37.5 hours/week) in our National Office in Deakin, Australian Capital Territory. Part time, job sharing and employment flexibility arrangements may be negotiated with the right candidate(s). The Events Manager position may also involve after hours contact/availability, and the capacity to undertake interstate travel, (dependent upon COVID travel restrictions).

Reporting

This position reports to the Chief Executive Officer.

Staff Management

This role manages three Events Officers.

Salary package

The salary package includes salary sacrificing benefits, and is negotiable dependent on experience.

Responsibilities and Duties

- Strategically plan PHAA Events Program, across various stakeholder groups, including advance planning of events to ensure consistency and continuity of the events program, including effective budget development, forecasting and management;
- Support and lead the PHAA Events Team to deliver a program of 5-6 national and/or international conferences each year, in hybrid and virtual formats;
- Management and delegation of PHAA Events Program's requirements to ensure achievable outcomes and appropriate resource allocation occurs, enabling the timely delivery of evidence-based events programs required for the public health sector;
- Establishment and management of key organisational committees for each event including liaising and communicating with special subject experts.
- Maintain, and build positive relationships with stakeholders, including members, event suppliers, committees, sponsors, exhibitors and speakers, ensuring continuation of relationships across events, and ongoing funding for events;
- Maintain and manage PHAA Events reporting to PHAA's leadership and stakeholders, such as End of Event Reports, CEO Reports and Annual Reports;
- Maintain PHAA's Event Management Framework, ensuring event consistency across PHAA for all events, including internal and external stakeholders
- Management of application of PHAA's policies, protocols and templates for events to achieve event consistency and positive outcomes;
- Maintain and build event marketing strategies, including developing marketing materials through publishing software InDesign (such as event programs, sponsorship prospectus, flyers etc), and build and maintaining events websites, apps;
- Maintain and manage event related software and related digital platforms, such as EventsAIR and video editing software, to ensure its efficacy in assisting the delivery of PHAA Events;
- Provide overall support to the PHAA Events Team in delivering events, including committee management, minute taking, data entry, responding to delegate enquiries, including registration, accommodation, abstract and payments;
- Engage with PHAA leadership and staff to ensure synergies exist between the events agenda, activities and the broader strategic plan of PHAA;
- Fulfil broader duties as required within the PHAA office and reasonably directed by the CEO.

Selection Criteria

Applicants are asked to address each of the following selection criteria, 200 words or less, in applying for the role. **Applications who do not address the selection criteria will not be considered.**

- At least 5 years' experience working in an events management role, and preferred tertiary qualification(s) in events management or a similar field.
- Demonstrated ability to conceptualise, strategically manage and deliver multiple high-profile events and activities for external audiences.
- Experience in managing and leading a small team, including providing a culturally safe, inclusive and equal opportunity environment, identifying opportunities for staff members to develop their skills and experience in events.
- Highly developed analytical and problem-solving skills to manage changing event environments, including the ability to be agile in event planning
- Computer skills, including proficiency using the Microsoft Office toolset, CRM, publishing software, video editing software and event management software, as well as familiarity with current and emerging social media platforms, and using relationship databases.
- Excellent communication, presentation and interpersonal skills including being a committed, collaborative and enthusiastic team player who builds effecting and lasting relationships with internal and external
- Demonstrated ability to develop and implement best practice event policies and procedures and guidelines, including developing resources to assist stakeholders in deliver events effectively.
- Ability to work out of hours, such as at events or attending international virtual meetings, and travel interstate as required to fulfill the position.

Applications

PHAA is an Equal Employment Opportunity Employer, we welcome and actively encourage applications from Aboriginal and Torres Strait Islander people and other diverse groups.

Please respond with your CV and responses to the selection criteria (no more than 200 words for each criterion) to Anne Brown, Operations and Finance Manager, operations@phaa.net.au.

Applications will close by **11:59pm AEST, Sunday 12 September 2021**.