

# POSITION DESCRIPTION

## OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

## OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	<b>Events Coordinator</b>
POSITION NUMBER	3G007
LOCATION	Queensland Sport and Athletics Centre
REPORTS TO	Events Manager
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO3 Level 1
CONTACT INFORMATION	Erica Kennedy: Events Manager, Queensland Sport and Athletics Centre Phone: (07) 3405 7518 Email: Erica.Kennedy@qsac.com.au
VACANCY REFERENCE #	SQ60/24
CLOSING DATE	Friday, 15 November 2024

## THE POSITION

The Event Coordinator is responsible for the operation and administration of minor events, facility hire, functions and conferences and to provide support to the Events Team. The role also ensures event operations are planned, coordinated and delivered in a timely, efficient and commercial manner and to the satisfaction of the hirer and patrons who attend.

## WORK ENVIRONMENT

The Event Coordinator position works within the Events team at the Queensland Sport and Athletics Centre (QSAC) and reports to the Senior Events Coordinator, QSAC.

The Event Coordinator supervises the casual Events Assistant role and the casual Event Day Staff on Event Day.

The position works closely with the internal and external stakeholders, including contractors and hirers. The position has a substantial administrative focus.

This position will require work on weekends.

## ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

## KEY ACCOUNTABILITIES

- Coordinate all aspects of the functions, regular athletic carnivals and minor event bookings, supervising staff and contractors as required to ensure hirer's requirements are met and positive working relationships with hirers, key stakeholders, suppliers and tenants at the venue are maintained.





- Operate and maintain the event booking management system (Ungerboek System) for all venue bookings efficiently and effectively, providing appropriate booking related documentation to all stakeholders and producing booking related reports as required.
- Provide quality and timely administrative and operational support to the Senior Event Coordinator and other team members in the delivery of Major Events and other nominated events, as required.
- Monitor the venue's event operations and liaise with other venue staff of SQ to ensure consistency and quality of the overall business approach, and that patrons and hirers have a quality experience.
- Understand and apply current legislation and governance arrangements pertaining to the operations and administration of a multi-purpose venue. Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security, equal employment opportunity, workplace harassment, bullying and discrimination

### MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Tertiary qualification in a relevant discipline, or equivalent relevant experience.
- Experience in an event related role.

### KNOWLEDGE, SKILLS AND EXPERIENCE

#### ESSENTIAL

- High level communication and interpersonal skills.
- Ability to work within tight deadlines and to prioritise large volumes of tasks.
- High level administrative skills and strong attention to detail
- Experience in utilising Microsoft Office, and other computer applications and systems to undertake the functions and requirements of the role.
- Planning, scheduling and organisational skills.
- High work ethic, commitment to professional presentation, ethical practice and flexibility in the workplace.

#### DESIRABLE

- Ability to make quick decisions.
- Ability to manage conflict in a professional manner.
- Knowledge of emergency management procedures and event procedures.
- Knowledge of Ungerboek (USI).
- Knowledge of Workplace Health and Safety legislation.



OUR VALUES



**Enthusiasm and passion**

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



**Professional, commercial and accountable**

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



**Customer-centric, innovative and agile**

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



**Authentic, transparent and respected**

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

## ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Queensland Sport and Athletics Centre, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



ORGANISATIONAL STRUCTURE

