

Position Description – Event Coordinator, Practitioner Engagement

About the School

ANZSOG is recognised globally as a leading provider of executive-level education for the public sector. ANZSOG was created by government for government, with the active collaboration of its member universities.

ANZSOG delivers:

- Postgraduate education incorporating the core disciplines that inform effective public administration.
- Executive education led by academics from the world's leading education providers and senior officials from among ANZSOG's ten member governments.
- Safe places for senior practitioners to discuss and draw practical learnings from theory, research and case studies, to inform policy debates and service delivery reform.
- Supportive environments for senior practitioners across Australia and New Zealand to learn from one another and build lasting professional networks, benefiting governments, communities and citizens.
- Research that addresses key contemporary issues in public administration, policy development and management where information is lacking.
- Capability building for not-for-profit organisations, which deliver services on behalf of government.

At the core of our ethos is a deep and genuine care for good public administration, reflecting the aspirations of and our close relationship to our government owners.

For further information: <https://www.anzsog.edu.au/>

Position Statement

Reporting to the Director, Practitioner Engagement, the role principally supports the seamless end-to-end delivery of a range of learning events for public sector regulators across Australia, consistent with ANZSOG's reputation for excellence.

The role involves a number of diverse tasks including building constructive and confident relationships with presenters, participants and stakeholders, excellent event delivery including a one-day paying forum, prudent and efficient management of contracts with service providers, coordination of the itinerary and travel arrangements for the annual keynote speaker for the regulators forum, and close collaboration with the other parts of the School.

Responsibilities

Co-ordination and support of ANZSOG/National Regulators Community of Practice (NRCoP) activities

- Coordinate pre and post seminar logistics for every NRCoP event, including venue bookings, catering, running orders, travel and accommodation arrangements for speakers and ANZSOG personnel, administration and reporting of evaluation surveys and management and tracking of expenses and invoices.
- Staff the delivery of regulators events on the ground, which at times will require interstate travel and overnight stays, and occasional work outside normal business hours.
- Maintain appropriate and timely records to support reporting to a variety of audiences, including participation and evaluation of events, governance arrangements, correspondence and internal ANZSOG briefings.
- Support the design, preparation and administration of an annual survey of NRCoP participants, including creating reports for a range of different audiences.
- Capably manage ANZSOG's systems for online registration information and monitoring for all regulators events
- Ensure timely development, dissemination and monitoring of promotional material for the NRCoP and individual regulators events
- Work with the Director and Stakeholder Relations and Communications to continuously improve the regulators page on the ANZSOG website and ensure information concerning the NRCoP, chapters, resources and events is scrupulously accurate and up to date
- Work with other teams in ANZSOG and partner organisations to ensure seamless delivery of events.
- Build excellent relationships with regulatory practitioners and presenters, including being able to convincingly promote ANZSOG's broader purpose and offerings
- Establish and improve business systems for NRCoP and related activities

Annual regulators forum

- Take responsibility for all logistics associated with the delivery of the one day annual paying regulators forum in Melbourne, including:
 - Liaison with, and organisation of all travel arrangements for, the international keynote speaker
 - Efficient end of end management of venue and catering responsive to the forum's participants and programming requirements
 - Detailed management of budget forecasts, revenue and acquittals
 - Supervision of all marketing and event collateral
 - Liaison and management of all speakers, including air travel, accommodation and gifts
 - Prompt distribution and analysis of participant evaluations
 - Development of reports on forum participation and learning outcomes for various audiences

Problem-solving workshops

- End to end management of logistics for 2-3 one day workshops per annum, similar to the annual regulators forum but without involving payment by participants

Client support

- Timely, accurate and courteous response to all ongoing enquiries and registrations

Internal collaboration

- Coordinate with the SR&C Team on marketing and communication matters, ensuring activities for which you are responsible are successfully profiled via social media, the School's website and other channels
- Liaise with the internal Finance team to ensure all participant and supplier invoices and transactions are accurate.
- Maintain and update internal budgets for each chapter

Education delivery generally

- Develop expertise in the IT systems that form a significant part of our support structures
- Suggest changes to improve existing work processes and the quality of our work
- Support your colleagues in education deliveries wherever possible, while managing your own workload

Other duties as may be assigned to you from time to time. This may include undertaking different work to support the team during peak periods or during the absence of team members.

Key Selection Criteria

- An applicable tertiary qualification with three years' subsequent experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated interest in government in Australasia and the work of public managers.
- Proficient use of the MS Office applications.
- Demonstrated ability to proactively identify and resolve issues including ITC and equipment problems.
- Attention to detail and capacity to juggle competing priorities and tight deadlines.
- Effective time management and organisational skills.
- Excellent interpersonal skills supporting confident liaison and negotiation with a variety of stakeholders
- Ability to operate independently with limited supervision to take responsibility for outcomes, as well as working well in a team.
- Flexibility, adaptability and ability to learn new tasks efficiently.
- Previous experience in Government or the Education sectors would be well regarded.
- Understanding of the role of ANZSOG and capacity to promote the contribution of ANZSOG to improving the public sector.

Other job related information

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- Interstate travel will be required

Legal compliance

Ensure you are aware of and adhere to ANZSOG policies and procedures relevant to the duties undertaken, including:

- Equal Opportunity Policy: Discrimination, Harassment & Bullying
- OHS Manual
- Values and Behaviour
- Environmental Policy Statement
- Academic Quality and Integrity

Equity and Diversity

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and creating public value.

All jobs can be worked flexibly and we encourage job applications from Aboriginal & Torres Strait Island people, and people with disabilities.