

Healthy Land and Water Position Description

POSITION:	Events Officer
REPORTS TO:	Team Leader Marketing and Communications
LOCATION:	Brisbane CBD
COMMENCEMENT:	July 2021

The Organisation

Healthy Land and Water is an independent organisation dedicated to improving and protecting South East Queensland's environment. Working in partnership with Traditional Owners, government, private industry, utilities and the community, we deliver innovative and science-based solutions to challenges affecting the environment.

Our diverse team of natural resource managers, scientists and engineers are experts in research, monitoring, analysis, engagement and project management. Our teams restore waterways and landscapes, improve native habitats, manage weeds, protect native species and educate communities on the best ways to improve and protect the environment for future generations.

The combination of scientific expertise and on-ground management works deliver Healthy Land and Water's mission to lead and connect through science and actions that will preserve and enhance our natural assets and support resilient regions.

Position Overview

The Events Officer is a specialist administrative role that supports a diverse team plan, organise and deliver a range of corporate and project events, including workshops, field days, site visits, meetings and conferences, optimising experiences for Healthy Land and Water's stakeholders.

Key Responsibilities

Events support

- Assisting to organise events (signature events, meetings, workshops, and field days; both face to face and via online platforms), including event logistics, speaker confirmation, drafting run sheets, attendee lists, catering, booking and coordinating venues.
- Create event flyers and online registrations.
- Maintain communication with event vendors, caterers and participants, both pre and post event to ensure the smooth running of the event throughout the event lifecycle.
- Manage registrations, including communication with event participants, RSVP information, event requirement information etc.
- Work closely with the communications team to develop event marketing materials.
- Work with event project team and communications team to deliver events that meet budget and quality expectations.
- Where required provide on-site event assistance to ensure the optimal attendee experience and a successful event outcome.
- Administer, collate and report on attendee feedback, and key learnings.

Administrative support

- Providing administrative support to the team such as managing data input to ensure the Customer Relationship Management system stays up to date.
- Coordinate planning and scheduling of events with the project team, as part of the events schedule.
- Keep the events calendar up to date and current, whilst managing past events to ensure completion and archiving.
- Manage events support tools and materials, including inventory, equipment registers and maintenance and logistics.

Communications support

- Assist to draft event writeups, highlighting the value and outcomes of each event, which can then be used to promote the organisation's work across a variety of communications channels.
- Provide input into the creation of engaging communication outputs including drafting content for websites, social media platforms and databases.
- Assist in the collation and production of reports and presentations.

Working Relationships

- **Internal**
Direct report to Team Leader Communications within in the Corporate Affairs team. Works collaboratively with all team members across the business.
- **External**
 - Stakeholder organisations and individuals including local, state and federal government; industry and corporate, universities, research bodies, traditional owner, landholder, natural resource management, and community.
 - Suppliers and contractors including external marketing and communications agencies and services, venues, catering, logistical support.

Selection Criteria

Essential

- Strong administrative and organisational skills.
- Skills in developing online registrations and social media, or willingness to learn.
- A keen interest to work effectively in a highly collaborative team environment.
- Ability to build trusted relationships with internal and external stakeholders.
- Time management skills, and the ability to balance multiple project commitments and competing priorities.
- Cultural competency and awareness of Indigenous peoples connections to country, or a willingness to develop.

Desirable

- This is an entry level position. 1+ years' experience in events coordination or administration will be highly regarded but is not essential.
- Tertiary or VET qualifications in events management or business administration highly regarded but not essential.

Organisational Expectations

- **Equal Employment Opportunity**
Employees follow Equal Employment Opportunity legislation.
- **Occupational Safety and Health**
All employees must be familiar with our Occupational Safety and Health Policy and be committed to maintaining a healthy and safe work environment.

Special Terms and Conditions of Appointment

The assignment is for a 2-years. A probationary period of six months applies to this position. Some terms and conditions may be negotiated at the time of engagement and will be commensurate with the applicant's experience, knowledge, skills, abilities and personal qualities.

The employee should have a current Queensland driver's licence as the position may require travel throughout South-East Queensland.

Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.