



## POSITION DESCRIPTION

- 1. POSITION TITLE:** Program Manager - Awards
- 2. WORK UNIT:** Engineering Practice
- 3. RESPONSIBLE TO:** National Manager Learned Society
- 4. LOCATION:** Barton, ACT
- 5. PURPOSE:**

This position is primarily responsible for the provision of high level co-ordination support to the Learned Society Team for the nomination, judging and awarding of awards as well as the organisational management of competitions, speaker tours and events.

### 6. DUTIES

Duties include, but are not limited to:

- Organisational management of more than 50 Learned Society Awards throughout Australia and New Zealand
- Developing marketing strategies in association with EA's marketing team
- Set up and management of online nomination platforms and work with judging committees
- End-to-end management of competitions spanning Australian and international universities including onsite management of competition, staff and competitors
- Plan and manage speaker tours, international meetings and workshops
- Plan, manage and execute high profile awards functions
- Event management including venue, audio-visual, catering, entertainment, travel arrangements, VIP/Speaker/MC management and merchandise requirements
- Manage sponsorship sales including developing sponsorship prospectus and management of entitlements
- Manage the development of branding, marketing plan and website for various awards and competitions, including the creation of social media content and the direct marketing of awards through approved channels
- Manage and update website content
- Manage Awards finances, including invoicing, debtors and creditors and budget management
- Contribute to and promote the development of the profession through active participation in the community
- And other duties as required

## 7. WORK HEALTH & SAFETY (WHS) OBLIGATIONS

As a worker for Engineers Australia, you must:

- Take reasonable care for your own health and safety in the workplace
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace
- Cooperate with your employer about matters of health and safety
- Comply with any reasonable instruction and cooperate with Engineers Australia's WHS policies and procedures
- Familiarise the broad meaning of 'workplace' in health and safety legislation and Engineers Australia WHS policies and procedures.

## 8. COMMUNICATION AND RELATIONSHIPS

- Ie. The position works closely with the Chief Executive Officer and the National Executive Team and staff.
- The position will liaise with the National President, National Deputy President, members of Council and Congress and Chairs of various national groups and members.
- Fosters positive relationships with and provides support to volunteer office bearers such as the Division President, Division Committee members, Chairs of various panels, societies, other groups and members.
- Fosters positive relationships with sponsors, government agencies, other professional associations, legal counsel, key contractors and suppliers as well as senior executives in other organisations.

## 9. OUR VALUES



### Focus on Customers

*we are committed to delivering exceptional products, services and experiences for our members and customers.*

We do this by:

- caring about our members and customers, listening to them and seeking to understand their needs
- helping our customers achieve their goals
- providing service excellence
- using our member's funds prudently and in a sustainable way

## Achieve Together

*we are at our best when we collaborate and use our collective expertise.*

We do this by:

- working inclusively as 'One Team' to create a positive and enthusiastic culture
- valuing everyone's contribution, respecting the uniqueness of individuals
- sharing information and ideas openly and broadly
- encouraging and supporting others to do their best

## Embrace Progress

*we actively seek out ways to improve through adopting ideas from our colleagues, customers and the world around us.*

We do this by:

- staying informed in our ever changing world
- being agile and adopting new and simpler ways of working
- actively coaching, mentoring and encouraging creative thinking
- accepting mistakes can happen and learning from them

## Act with Integrity

*we earn trust by being authentic and accountable.*

We do this by:

- doing the right thing, even when it is not easy
- giving and expecting our best, always
- keeping our promises, saying what we mean and doing as we say
- communicating openly, honestly and respectfully, being mindful of impact

## 10. SELECTION CRITERIA

- Previous experience in a previous Events role is ideal
- Previous experience using event software, preferably Cvent
- Proven ability to manage complex stakeholder engagement projects negotiate with suppliers and venues
- Ability to foster and maintain good working relationships
- Proven organisational management skills of a high order
- Ability to manage multiple email accounts and response to enquiries in a timely manner
- Proven ability to multi-task, meet multiple and conflicting deadlines
- High level written and oral communications skills and attention to detail
- Demonstrated capacity to work both independently, as well as within a small team
- An innovative approach to projects and their implementation
- Ability to travel interstate (including overnight stays) as required
- Sound judgement with a mature and professional approach
- Positive attitude and ability to remain calm under pressure