

Position Title	Event Manager
Portfolio	Campus Life
Classification	HEW 6
Position Number	00054178
Reports To	Sport Development and Recreation Manager
Employment Type	Full-Time

1.0 Position Purpose

Under broad direction, the Event Manager is responsible for the strategic development, planning, coordination, execution and review of Griffith Sport Events, Programs and Activities. These events primarily target the engagement of current students, as well as staff, prospective students and the local community. The Event Manager is also responsible for supervising the Event Officer, casual employees as well as event staff and volunteers. The duties of the position will also include some work on, and travel to, all Brisbane & Logan campuses of the University outside normal business hours.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications with subsequent relevant experience, and/or an alternate equivalent combination of knowledge, training and/or experience.

3.0 Key Responsibilities

- Conceptualise, develop, implement & manage all components of the high participation sporting and recreation Events portfolio that use, expand and develop the Griffith Sport commercial units.
- Manage, maintain and develop accurate annual financial models and budgets for all aspects of the Events portfolio.
- Contribute to the strategic planning, implementation and evaluation of the Events engagement and commercial strategies. Maintain knowledge of emergent best practice, and identify continuous improvement and innovation opportunities.
- Effectively manage, support and provide direction to the Event Officer as well as the roles of casual and voluntary event staff including development, mentoring, performance, workload planning and supervision.
- Provide extensive leadership in relation to Griffith Sport's major community events such as Griffith Sport Toohey Trail Run and Griffith Sport Logan Fun including all financial modelling, stakeholder engagement (internal University, external contractors and governing bodies) and risk management strategies.

- Provide high level advice to the Griffith Sport Marketing & Communications Coordinator in the development and delivery of creative and relevant promotional material and messages across a range of platforms including print, digital, web, and social media.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).