

<b>Title of role:</b>	Manager Events	<b>Incumbent:</b>	VACANT
<b>Team:</b>	Program Delivery	<b>Employment type:</b>	Full time, ongoing

**Organisational overview**

IPAA Victoria (IPAA) is the peak professional association for the public purpose sector including the Victorian Public Service (VPS), the Australian Public Service based in Victoria, local governments, universities and the not-for-profit sector. The public purpose sector has played, and will continue to play, a critical role in delivering for Victorian communities. IPAA Victoria supports this work by providing platforms for professionals and organisations to connect, network, collaborate, learn and problem solve.

IPAA Victoria employees engage with and work across the public purpose sector, building relationships with a diverse range of members and stakeholders to co-design programs, content pieces, and events that meet the needs of the sector.

We build capability through our market-leading professional development programs and events. We provide thought leadership through accessing our extensive network of experts and leading thinkers to explore current and complex issues being faced by the sector. We connect people through our communities of practice, leader networks, mentoring programs and other forums. We recognise and celebrate excellence across the sector through leadership and fellowship awards.

We pride ourselves on continuing to play a central role in supporting the public purpose sector in the important work that it delivers.

**Role Purpose**

The Manager Events is responsible for the design and delivery of the flagship events in the IPAA annual calendar including International Women’s Day, Top 50 Public Sector Women, Leadership in the Public Sector, IPAA Fellowship and the State Budget Briefing.

The role is responsible for managing the award nomination and selection processes, working closely with key Organisational member stakeholders, Corporate partners, Victorian Public Sector departmental senior leaders and the IPAA Victoria Awards Advisory Committee.

The events team may provide event support to the Communities of Practice (CoP) such as the PAA Victoria Aboriginal Advisory Committee Biennial Oration.

The Manager Events works closely with Manager Marketing & Communications (M&C) to ensure comprehensive and consistent M&C strategy, plan, online content and collateral for the events program.

**Reporting relationships**

<b>This role reports to</b>	Executive Director Program Delivery
<b>Roles / functions reporting to this role</b>	Events Coordinator
<b>Leadership accountability</b>	Operating within approved budget Growing event sponsorship revenue and ensuring commercial viability

**Key working relationships / interactions**

Who	What/how
Program delivery team	<ul style="list-style-type: none"> <li>Collaborate with the Partnership Delivery Lead to identify and strengthen event sponsorship opportunities with Corporate Partners</li> <li>Collaborate on opportunities to cross promote events within the professional development program</li> </ul>
Member engagement team	<ul style="list-style-type: none"> <li>Strong collaborative approach in jointly managing key external stakeholder relationships to ensure member, Corporate partner and IPAA needs and expectations are aligned</li> </ul>
Marketing & Communications team	<ul style="list-style-type: none"> <li>Collaborate on communications planning and keep informed throughout the event development and delivery cycle</li> </ul>
Flagship event sponsors	<ul style="list-style-type: none"> <li>Build, expand and maintain relationships with Corporate partners and other event sponsors</li> </ul>
Event venues, vendors and suppliers	<ul style="list-style-type: none"> <li>Build and maintain strong venue, vendor and supplier relationships, with a commercial focus</li> </ul>

## Responsibilities

Key Responsibilities	Accountability / Activity	Performance Indicator
<b>People leadership</b>	<ul style="list-style-type: none"> <li>• Provide role clarity to team members</li> <li>• Build a team culture where staff can thrive</li> <li>• Facilitate effective teamwork and enable collaboration</li> <li>• Model and coach behaviour aligned with IPAA values and the Code of conduct</li> <li>• Manage change and improvement effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular coaching and feedback provided to individuals and team</li> <li>• Induction, feedback and review activities complete and timely</li> <li>• Regular team meetings held</li> <li>• High performing and engaged team.</li> </ul>
<b>Event program design and development</b>	<ul style="list-style-type: none"> <li>• Prepare and maintain the annual program of IPAA flagship events in consultation with the Executive Director Program Delivery and the CEO</li> <li>• Build and maintain project plans to support each event</li> <li>• Collaborate with the Manager Marketing and Communications on the communications plan for the whole of program and individual events.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality, consistency and completeness of event program delivery</li> <li>• IPAA Board, Awards Advisory Committee, Organisational member and senior VPS stakeholder feedback.</li> </ul>
<b>Event logistics</b>	<ul style="list-style-type: none"> <li>• Manage event bookings, ticketing and confirmation processes</li> <li>• Maintain all relevant LMS, CRM, booking and event management data</li> <li>• Monitor and provide reporting on progress and viability of individual event planning, participation</li> <li>• Liaise regularly and effectively with event venues, vendors and suppliers on all aspects of event logistics in the lead up to event delivery</li> <li>• Ensure all aspects of third-party service contracts are in place for each event, where applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and consistency of event program delivery</li> <li>• Accurate and up to date booking and event management data, LMS and CRM data</li> <li>• All aspects of procurement processes compliant</li> <li>• Events delivered within approved budget</li> <li>• Credible and effective external stakeholder relationships</li> <li>• Internal and external feedback.</li> </ul>
<b>Event delivery</b>	<ul style="list-style-type: none"> <li>• Keep relevant stakeholders informed during event preparation and brief on the run sheet prior to the event</li> <li>• Brief whole of organisation on the event plan and each colleague's role and required contribution</li> <li>• Lead event delivery on the day</li> <li>• Provide guidance and support for non-flagship events to Program Delivery team colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and consistency of event program delivery</li> <li>• Credible and effective stakeholder relationships</li> <li>• Internal and external feedback.</li> </ul>
<b>Stakeholder management</b>	<p>Develop and maintain relationships with the many stakeholders comprising the:</p> <ul style="list-style-type: none"> <li>• IPAA Victoria Board</li> <li>• IPAA Awards Advisory Committee and selection panels</li> <li>• IPAA Communities of Practice</li> <li>• Senior VPS and local government stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and effectiveness of stakeholder relationships</li> <li>• Alignment of events with IPAA strategy and stakeholder expectations</li> <li>• Member and stakeholder feedback.</li> </ul>
<b>Collaboration, teamwork and continuous improvement</b>	<ul style="list-style-type: none"> <li>• Develop and maintain clear, concise business process documentation within role accountability</li> <li>• Actively contribute to innovation and quality improvements across IPAA</li> <li>• Undertake any other reasonable tasks as directed by the Executive Director Program Delivery and the CEO</li> <li>• Ensure knowledge of all relevant IPAA policies, procedures, guidelines and work methods is actively maintained</li> <li>• Complete all mandatory and scheduled training as requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review of work processes and outcomes</li> <li>• Quality and strength of collaborative relationships</li> <li>• Compliance with relevant legislation, regulations, IPAA policies and operating standards</li> <li>• Mandated and scheduled training and development up to date</li> <li>• Internal and external customer feedback.</li> </ul>

Key Responsibilities	Accountability / Activity	Performance Indicator
<b>Workplace safety and wellbeing</b>	As an employee: <ul style="list-style-type: none"> <li>Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace</li> <li>Understand responsibilities and accountabilities of yourself and others in accordance with safety legislation and IPAA policies</li> <li>Promote an open and active safety management and wellbeing culture</li> <li>Maintain a safe working environment within your area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>IPAA values and behaviours modelled at all times</li> <li>Safe work practices role modelled at all times</li> <li>Active support and promotion of safety and wellbeing</li> <li>Incidents, accidents and hazards reported as soon as possible.</li> </ul>
	As a leader: <ul style="list-style-type: none"> <li>Provide coaching, feedback and training to ensure that all team members practically understand their obligations and responsibilities with workplace wellbeing and safety</li> <li>Conduct regular audits of the workplace, checking for hazards and opportunities for improvement</li> <li>Report and/or assist your colleagues to report accidents, injuries and near misses as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Incidents, accidents and hazards reviewed to minimise future risks</li> <li>Work methods modified as risks identified</li> <li>Safety audits completed and actioned.</li> </ul>

<b>Person specification</b> <i>[selection criteria]</i>
<p><b>Qualifications, certifications, professional registration, licences required for role:</b></p> <ul style="list-style-type: none"> <li>Certificate IV or Diploma in Event Management or equivalent discipline; or substantial equivalent experience</li> <li>Tertiary degree including event management, communications or equivalent discipline, preferred.</li> </ul>
<p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>Substantial experience in successfully leading and delivering a program of major events for professional audiences</li> <li>Proven experience in maintaining a range of databases; preferably event management, booking systems, learning management (LMS) and customer relationship (CRM) systems</li> <li>Sound people leadership experience</li> <li>Demonstrated experience and success in event project management and leadership</li> <li>Experience and success in a role requiring substantial stakeholder management</li> <li>Demonstrated commercial acumen</li> <li>Experience gained in a member-based organisation, desirable</li> <li>Demonstrated understanding of the broader public purpose sector.</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Highly developed interpersonal and consultative skills</li> <li>Strong skills in external stakeholder management</li> <li>Strong analytical thinking and problem-solving skills and ability to deliver innovative solutions</li> <li>Highly organised, and able to be flexible in managing competing priorities and deadlines</li> <li>Sophisticated written and oral communication skills</li> <li>Sound judgment, able to influence others and be seen as a credible source of advice</li> <li>Software proficiency including sound skills in Excel.</li> </ul>
<p><b>Personal qualities and attributes</b></p> <ul style="list-style-type: none"> <li>Driven by a genuine internal and external customer service ethos and able to inspire the same in others</li> <li>A team player, able to work in a collaborative way across the organisation and with willingness to reach in to support priority needs</li> <li>Sound judgment, able to influence others and be seen as a credible source of advice</li> <li>Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation</li> <li>Commitment to IPAA's values with a working style that reflects these.</li> </ul>

## Employment at IPAA

Prior to commencement of employment with IPAA Victoria, candidates must provide assurance and evidence of:

- Proof that they are an Australian citizen or permanent resident, or a New Zealand citizen, or hold a valid visa with permission to work in Australia
- Satisfactory National Police Check (NPC) and/or Working with Children check, as required for the role
- Qualifications, certifications, professional registration, and/or licences required for the role.

*The verification process will be completed during recruitment and prior to offer.*

All IPAA employees are required to work in accordance with legislation and regulations including but not limited to:

- Occupational Health and Safety Act 2004 (Victoria)
- Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 (Cth)
- Equal Opportunity Act 2010 (VIC) including prevention of bullying, discrimination, harassment and intimidation
- Fair Work Act (2009) and the National Employment Standards
- Relevant Awards
- IPAA Values, Code of Conduct and other IPAA policies and procedures which may be amended from time to time.

Other:

- Some out of hours work may be required
- Role may be required to work at various member/partner worksites for events and professional development program delivery.