



The Australian Wine  
Research Institute

## POSITION DESCRIPTION

**Title of Position:** Events and Projects Coordinator

**Reporting to:** Events and Projects Manager

### Overview:

The Events and Project Coordinator is a key role in the events team of the Industry Development and Support (IDS) group, contributing to the effective delivery of extension activities and technical support to the Australian grape and wine industry.

The Events and Projects Coordinator operates with some degree of autonomy, making day-to-day decisions relating to work priorities and workload management under the guidance of the Events and Projects Manager.

### Qualifications:

Tertiary degree preferred, but not essential, ideally in Business Administration, Marketing, Tourism or Event Management.

### Experience:

Experience in administration, planning and organising events.

### Principal Accountabilities:

1. Contribute to the coordination and delivery of extension events, including management of event registrations and logistics (e.g. venues, catering, glassware, wines, deliveries).
2. Support delivery of custom-built software programs to industry.
3. Contribute to operational and project plans including budgets, schedules, resource requirements and stakeholder consultations to ensure the delivery of effective events that meet budget, timeframe and other objectives.
4. Provide administrative support to the AWRI's technical helpdesk.
5. Source and purchase wines.
6. Update and maintain website applications, calendars, schedules, budgets
7. In conjunction with the Events and Projects Manager, identify areas in which administrative support can be improved and efficiencies gained.

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8. Contribute to the preparation of reports as required.
9. Accept that all Intellectual Property, Patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.
10. Undertake other duties as directed by the Group Manager – Industry Development and Support, the Events and Projects Manager or the Managing Director.
11. Promote the general well-being of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

**Person specification:**

1. Demonstrated initiative and excellent organisational skills with strong emphasis on time management and managing competing deadlines.
2. Ability to work independently and as part of a team.
3. Ability to identify opportunities for improvements in work systems and implement changes in collaboration with their Manager and colleagues.
4. A focus on customer service and continuous improvement.
5. Demonstrated skills in the use of a range of computer applications such as Microsoft Office, Outlook, Word, Excel, PowerPoint.
6. Willingness to use and/or learn a range of computer programs (e.g. Slack, Trello, SQL, WordPress, Survey Monkey).
7. Excellent interpersonal skills and a capacity to build and maintain effective relationships with a range of stakeholders, including senior management, staff, industry contacts and external parties.
8. Strong liaison, negotiation and influencing skills with demonstrated ability to promote and manage events with a wide range of parties and contacts at all levels.
9. Strong attention to detail.
10. Ability to plan activities, multitask and adapt to changing workplace priorities.
11. Current drivers' licence.
12. Ability to travel, work some out of hours and weekends as required.
13. Ability to conduct some manual handling.

**Workplace Health and Safety Responsibilities:**

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.