



The Australian Wine
Research Institute

POSITION DESCRIPTION

Position: Project Coordinator/Conference Secretariat

Reports to: Events and Projects Manager

Overview:

This is a joint role which supports both the AWRI's Industry Development and Support (IDS) group and the Australian Wine Industry Technical Conference (AWITC).

The IDS group provides a range of extension, adoption, technical support, education and digital services to the Australian grape and wine sector. The Project Coordinator role supports the activities of the IDS group as part of the events and projects team, focusing on the delivery of extension and adoption activities to industry.

This position also encompasses the role of AWITC Conference Secretariat, through the provision of logistical and administrative support to the AWITC office.

The balance of duties performed by this position is expected to shift in line with the triennial planning cycle of AWITC conferences – from approximately 18 months in advance of a conference it is broadly expected that this position will perform Conference Secretariat duties on a 0.4 FTE basis, increasing over the 6 months leading up to these events to a full-time commitment. While performing Conference Secretariat duties this position will act under the direct guidance of the Conference Manager, while continuing to have as their line manager the Events and Project Manager.

Qualifications:

A tertiary qualification in a relevant discipline such as business administration, marketing, tourism, digital media or event management is preferred but not essential.

Experience:

Sufficient experience to meet the fundamental requirements of the position such as through a corporate administration/project management role, with experience in the wine industry highly desirable.

Principal Accountabilities:

The principal accountabilities associated with the Project Coordinator component of this role include:

1. Assist and contribute towards the coordination and delivery of the AWRI's extension and education programs, including webinar, digital and fee-for-service programs including the sourcing, purchasing and preparation of wines and other materials as relevant.

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2. Support the design, testing, delivery, and technical support of custom-built software programs to industry, including creating user guides and coordinating training sessions.
3. Maintain digital applications, including updates to websites, calendars, schedules and budgets as directed.
4. Update and maintain reporting and project management tools to ensure the currency and validity of project data.
5. Contribute to the development and implementation of operational and project plans, including budgets, schedules, resourcing requirements and stakeholder consultations to ensure the delivery of projects which meet budgets, timeframes and other established objectives.
6. Provide administrative support to the AWRI's technical helpdesk.
7. Assist the effective and efficient operation of the IDS group through identifying and implementing improvements to administrative procedures, and assisting with meeting reporting obligations and other administrative duties.

The principal accountabilities associated with the Conference Secretariat component of this role include:

1. Ensure the overall successful conduct of the registration process of AWITC events, including ensuring the accuracy, efficiency and user-friendliness for delegates of this process and assisting AWRI finance staff with financial reconciliations as required.
2. Support the AWITC's various committees including the Planning Committee, Program Committee and Social Committee through assisting with the conduct of meetings (collation of agenda items, papers and minutes) and completion of action items.
3. Maintain responsibility for managing the registration desk during the staging of the event including the supervision of registration desk staff.
4. Assist the Conference Manager and other relevant staff with event promotion and communication activities to delegates and other stakeholders, including conducting and collating the results of pre- and post-event surveys.
5. Coordinate the travel requirements of interstate and international persons contributing to conferences, including Committee members, session Chairs and speakers.
6. Provide support to the Workshop and Poster coordination teams as required.
7. Assist the Conference Manager as directed to ensure the successful delivery of events and conduct of AWITC Inc, including regular reporting of activities to the Planning Committee.

In addition:

1. Promote the well-being of the AWRI and AWITC Inc by ensuring that all contact with clients, staff or the public is conducted in a professional and confidential manner.
2. Undertake other duties as directed by the Events and Project Manager, Group Manager – Industry Development and Support, Conference Manager or the Managing Director.
3. Accept that all intellectual property, patents and discovery arising during the course of employment remain the property of the employer organisation.

Person Specification:

1. A high level of initiative and excellent organisational skills, with a strong emphasis on time management, managing competing deadlines and making decisions.

2. Excellent communication skills, both verbal and written, and strong interpersonal skills with a capacity to build and maintain effective relationships with a range of stakeholders, including senior management, staff, industry contacts, delegates and other external parties.
3. A high degree of technological literacy including proficiency with the Microsoft Office suite and experience with or ability to quickly learn a broad range of software and digital applications including digital media, event software and apps (e.g. EventsAIR).
4. Ability to identify opportunities for improvements in work systems and implement changes in collaboration with their manager and colleagues.
5. Positive, 'can-do' attitude and an overall desire for successful outcomes.
6. Strong attention to detail, highly organised and efficient, with a focus on customer service and continuous improvement.
7. Ability to work both autonomously and effectively in a team environment.
8. Ability to plan activities, multitask and adapt to changing workplace priorities.
9. Hold a current drivers' licence.
10. Willingness to travel and perform some work out of hours and during weekends as required.
11. Ability to undertake some manual handling activities.

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.