



The Australian Wine
Research Institute

POSITION DESCRIPTION

Position: Project/Conference Coordinator

Reports to: Project Manager

Overview:

The Project/Conference Coordinator supports 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/Conference Coordinator 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. The IDS project team coordinates a number of events both free-to-attend and user-pays. A key component of this role is the daily use and maintenance of digital platforms.

This position also encompasses the role of AWITC Conference Coordinator, through the provision of administrative support to the AWITC.

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 Coordinator 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 Coordinator duties this position will act under the direct guidance of the Conference Manager, while continuing to have the Project Manager as their reporting line manager.

Qualifications:

Tertiary qualification or equivalent experience in a relevant field such as business administration, marketing, tourism, digital media or event management is desired but not essential.

Experience:

Sufficient experience to meet the fundamental requirements of the position such as through an administration/project coordinator role or similar experience. Experience in the wine industry highly desirable but not essential.

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Principal Accountabilities:

The principal accountabilities associated with the role include:

1. Assist and contribute towards the coordination and delivery of the AWRI's extension and education programs, including webinars, digital and fee-for-service and user-pays programs.
2. Support the design, testing, delivery, and technical support of custom-built software programs to industry, including creating user guides, coordinating training and demonstration sessions and providing technical support.
3. Use on a daily basis digital platforms such as Zoom, YouTube, WordPress, Survey Monkey, Mailchimp, EventsAIR and other off-the-shelf project management applications.
4. 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, time frames and other established objectives.
5. Provide administrative support to both the IDS and AWITC teams, including assisting with the conduct and documentation requirements of meetings (collation of agenda papers and minutes) and completion of action items arising, as well as coordination of travel/logistics arrangements.
6. Perform coordination duties at events, such as managing registration desks and supervising other staff where required.
7. Assist the effective and efficient operation of the IDS and AWITC teams through identifying and implementing improvements to administrative procedures and assisting in compliance with reporting obligations.
8. Provide support to other teams such as AWRI technical helpdesk, AWITC Poster and AWITC Workshop teams.
9. Assist the Project Manager and Conference Manager as required.

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 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, custom-built software and apps.
4. Ability to identify opportunities for improvements in work systems and implement changes in collaboration with their manager and colleagues.
5. A positive, 'can-do' attitude and an overall desire for successful outcomes.

6. Strong attention to detail, demonstrating highly organised and efficient work practices, 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 and roles.
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.