



Position Description

Position Title: Events Coordinator	Classification: Level 4
Faculty/School/Office: Office of Campus Life	Date Position Classified/Updated: June 2025

Purpose of the Position:

Reporting to the General Manager – Events, this role is responsible for planning, delivering, and evaluating a range of events that support the University’s marketing, recruitment, and engagement objectives. It involves working closely with internal stakeholders and external partners, including sponsors and vendors, to ensure the consistent and professional execution of all events.

The position requires strong event management, organisational, and administrative skills, along with the ability to manage timelines, promotional activity, and stakeholder communications. The role may also involve leading larger projects, including setting team responsibilities, managing meetings, and overseeing project outcomes.

Role and Responsibilities:

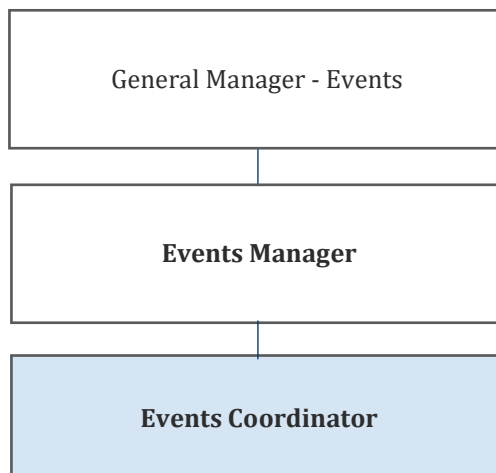
- Plan, coordinate, and execute recruitment, engagement, and corporate events in alignment with the University objectives.
- Liaise with internal stakeholders and external partners to ensure seamless event delivery.
- Manage event logistics, budgets, compliance requirements, and post-event evaluation.
- Contribute to broader strategic projects where required, including team leadership and project coordination.

Hours of Work:

Normal working hours are 8:30 am to 5:00 pm, Monday to Thursday and 8.30 am – 4.15 pm on Friday. Flexibility is required to accommodate event schedules, including occasional after-hours work and weekend work.

Reporting Relationship:

This position reports to the General Manager – Events, and has the following direct reports:



Selection Criteria:

- A relevant degree in Event or Project Management, Marketing, or Public Relations, along with demonstrated experience (3-5 years) in event management, or an equivalent combination of qualifications and experience.
- Strong Event Management capabilities with a proven ability to manage events and projects, work independently or in teams, prioritise competing demands, and demonstrate exceptional organisational skills.
- Outstanding interpersonal and communication skills, enabling effective engagement with clients, colleagues, and senior leadership.
- Proven strategic, analytical, and creative problem-solving skills, with experience applying agile methodologies.
- Experience working in environments requiring high standards of protocol, professionalism, and attention to detail.
- Experience with Event Management Systems and Event Registration Systems.
- Demonstrated expertise in budget management and cost control.
- Commitment to cultural diversity, with a solid understanding of equity and workplace health and safety (WHS) principles.

Desirable Criteria:

- A self-starter who can hit the ground running.
- Ability to work within a team and independently.
- Understanding of higher education programs, policies and procedures.

Competency	Responsibility
Events & Marketing	• Plan and deliver events that support the University's recruitment, marketing, industry, and community engagement goals. • Coordinate events for internal departments and external clients, both on campus and offsite, including domestic and international activities. • Collaborate with stakeholders to plan and execute a range of event formats, including conferences, seminars, awards ceremonies, business breakfasts and lunches, recruitment and sporting events and other functions. • Oversee event logistics including catering, AV, venue setup, theming, registration, signage, VIP/speaker coordination, and virtual components. • Ensure compliance through WH&S documentation, insurance checks, and event risk assessments. • Track event expenditure, provide post-event reporting, and contribute to annual budget planning. • Assist the Events team in the delivery of major events including orientation, graduation, galas, conferences and engagement events. • Collaborate with the GM – Events, Marketing, and Faculties to develop and execute targeted program-specific events.
Finance and Administration	• Have a thorough understanding of all aspects of expenditure for events. • Make recommendations on potential cost saving opportunities and areas of cross over where efficiencies can be realised. • Liaise with the central marketing and communications team and other staff to ensure event deliverables are met on time. E.g. programs, invitations etc. • Utilise current computer management systems e.g. MS Office suite, EventPro, Eventbrite, CRM and Marketo to complete administration tasks. • Raising PO's /invoices for events.

	• Recommendations on efficiencies to improve Bond University Central Events calendar to deliver a cohesive and structured program. • Liaise and follow-up with clients on outstanding event invoices. • Budget and credit card reconciliations
Continuous Improvement	• Identify opportunities for continuous improvement to the administrative systems. • Contribute to the effective functioning and collaboration of the team. • Ensure your actions and interactions are consistent with the University, Department and Faculty objectives and corporate objectives. • Take part in professional development opportunities on a regular basis. • Work as a team player and communicate with all members of the team on a consistent basis. • Keep skills and knowledge fresh • Support clear lines of communication within and outside the Department, faculty and University.
Customer Service and Reporting Relationships	• Liaison with all visitors, students, clients, other departments / faculties and suppliers as required, e.g. meetings, site visits, etc. • Develop and maintain a relationship with academics and administrative staff within the University. • Ensure actions and interactions are consistent with the Department, Faculty and University's objectives. • Represent the university with the highest levels of professional service to enhance customer events.
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).
Other Duties	• Other duties as prescribed by the Event Manager as required.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.