



BEEF AUSTRALIA 2018 POSITION DESCRIPTION

Title: International Coordinator

Responsible to: Marketing & Communications Coordinator

Responsible for: Nil

Hours: 2 days per week May – December 2017, Full Time January – June 2018.

Commencement Date: May 2, 2017

Completion Date: June 29, 2018

Salary: TBC

The 2018 Beef Australia Expo will focus on four key areas:

- Showcasing the Beef Industry – through Stud Cattle, Carcase and Commercial Cattle Competitions with over 4500 entries expected and over 500 trade sites;
- Consumer Awareness - engaging the general public in beef as a product and the importance of the industry to the Australian economy with the Celebrity Chefs Program, cooking demonstrations and the dining experience for Beef Australia 2018;
- Extension & Education (R&D) - acting as a conduit for information to flow between research bodies and producers – facilitating adoption of research outcomes and driving real productivity growth and at the Expo through the Symposium, Seminars and Property Tours; the acquisition and retention of young people to the Beef Industry via the Next Generation programme, the Graeme Acton Beef Connections Program.
- Facilitating Trade - working closely with our Stakeholders to target increased international visitation and more trade outcomes through the Queensland Government TIQ Handshakes programme. Ensuring that Beef Australia becomes front of mind for internationals looking to trade, interact or invest in the Australian Beef Sector.

Overview of Role:

The International Coordinator is responsible for the planning, development and delivery of the International program for Beef Australia 2018 under the direction of the International Committee and CEO. In 2015 a record 1,100 registered international delegates attended Beef Australia from over 40 countries.

Key Responsibilities:

- Register international delegations and visitors to attend Beef Australia 2018 and maintain databases.
- Register Australia businesses seeking to join the Handshakes program and maintain databases.
- Provide international delegates with information pertaining to the program of events, symposium, seminars, travel partners, tour details etc. and assist with accommodation, itineraries and enquiries.
- Facilitate International Committee meetings, record minutes and attend to action items.
- Manage the International Lounge set up and activity throughout the week including the volunteers working in the area and caterers.
- Coordinate translators for Beef Australia 2018.
- Coordinate Meeting Rooms at Beef Australia 2018.
- Manage VIP invites for Beef Australia 2018 including politicians and key stakeholders.
- Work with the Sponsorship Coordinator to ensure sponsorship benefits as they relate to International program are delivered as required including the 4 Principal Partners, Qantas & Quadrant Agtours.
- Work with the Marketing & Communications Coordinator to promote the International program overseas and throughout Australia.
- Liaise with the Operations Manager to ensure all equipment & requirements are provided for the International program.
- Liaise with key stakeholders – TIQ, Austrade, DAF, MLA to promote and facilitate the Handshakes Business matching program

- Assist the Trade Fair/Accounts Coordinator to verify timesheets, purchase orders, tenders/quotes/contracts against the delivery of goods and services relating to the programs prior to payment.
- Explore Business Matching event apps.
- Assist with the Economic Impact Study of Beef Australia 2018
- Completion of a final report detailing the outcomes and key recommendations of the International program for BA2021.

Key Criteria:

- Tertiary qualifications, preferably in business or international trade or demonstrated equivalent experience, knowledge and skills.
- A strong knowledge of the Australian Beef Industry.
- Ability to change priorities and remain productive in a fast-paced work environment.
- Good analytical skills with an ability to identify and solve problems.
- Advanced Microsoft Office skills particularly Word and Excel.
- Ability to work autonomously and within a team as required.
- Meticulous attention to detail.
- Well presented with a professional manner.
- Exceptional written and communication skills.
- Ability to Work Within Beef Australia Budget and Financial Frameworks.
- Flexibility and commitment required to deliver a Major Event.
- Honesty and Integrity.
- Positive pro-active customer service attitude.

Purchasing Authority:

Not permitted to purchase goods or enter into agreements between Beef Australia and other parties without the consent of the CEO.

An attractive package will be offered to the successful candidate.

Applications close: Friday, March 31, 2017.

Email applications to denis@beefaustralia.com.au or post to Chief Executive, Beef Australia PO Box 199, Rockhampton QLD 4700.