



BEEF AUSTRALIA 2018 POSITION DESCRIPTION

Title: Symposium & Seminars Coordinator

Responsible to: Marketing & Communications Coordinator

Responsible for: Nil

Hours: Part Time – 1 July 2017 to 28 February 2018.

Full Time 1 March 2018 to 31 May 2018.

Commencement Date: July 2017

Completion Date: May 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 Symposium & Seminars Coordinator is responsible for the development and delivery of the symposium & seminars program for Beef Australia 2018 under the direction of the Symposium & Seminars Committee.

In 2015 323 domestic and international delegates attended the Beef Australia Symposium and 27 industry based seminars were attended by 3,694 people over 4 day.

Key Responsibilities:

- Attend Symposium & Seminars Committee meetings and assist with carrying out action items.
- Oversee with the development of speaker's briefs and session requirements for the symposium and seminars program.
- Oversee the confirmation of speaker arrangements including but not limited to fees, travel & accommodation.
- Work with the Sponsorship Coordinator to ensure sponsorship benefits as they relate to the symposium and seminars program are delivered as required.
- Work with the Marketing & Communications Coordinator to promote the symposium and seminars program.
- Liaise with the Operations Manager to ensure all equipment & requirements are provided for the symposium and seminars program.
- Coordinate volunteers within the symposium and seminars 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 symposium and seminars program prior to payment.
- Assist with the Economic Impact Study of Beef Australia 2018
- Completion of a final report detailing the outcomes and key recommendations of the symposium and seminars program for BA2021.

Key Criteria:

- Tertiary qualifications, preferably in event management, business or marketing or demonstrated equivalent experience, knowledge and skills.
- Two years experience in major event/symposium/seminar planning & delivery.
- 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.