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| Role | Events Officer | | |
| Standardised Job description code | GENEV-02 | Grade | 6 |
| Role Purpose | | | |
| This role plays a key role in in the successful planning, coordination, and delivery of a range of events. The postholder leads on event scoping, implementation, and post-event evaluation, managing timelines, logistics, and budgets to ensure high-quality delivery aligned with University standards. They proactively identify improvements, oversee event operations, and advise others on best practice. The role involves building strong working relationships across departments and with external partners, using insights to drive service enhancement and embed inclusive and sustainable approaches across the event lifecycle. | | | |
| Grade Descriptors | | | |
| [high level core purpose commensurate with grade descriptor] =not to be edited | | | |

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| * Lead on event scoping, implementation, and post-event evaluation, managing timelines, logistics, and budgets to ensure high-quality delivery aligned with University standards. |
| * Independently resolve operational issues, demonstrating proactive problem-solving skills. |
| * Provide supervision/support and guidance of a routine nature to junior staff members, fostering their professional development. |
| * Participate in collaborative decision-making processes regarding financial matters and planning resources, monitoring service quality, suggesting and implementing improvements to existing operational procedures. |
| * Take ownership of the quality assurance for event operations, establishing and refining protocols. |
| * Conduct detailed data analysis related to events budget monitoring and management, producing concise reports and factual documentation to support informed decision-making in financial matters. |
| * Contribute sections to comprehensive reports and event operations planning, ensuring accuracy and relevance of financial information presented. |
| * Provide expert advice and guidance to colleagues and stakeholders on event strategy, best practices, and effective logistical planning. |
| * Champion inclusive and sustainable practices in event design and delivery, ensuring alignment with University priorities and values. |

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| **CORE RESPONSIBILITIES [high level work which applies to multiple employees]** |
| Guidance on what can be changed can be found in the Toolkit for Managers & HR  Changes to core responsibilities must be checked and verified at local HR level to ensure edits are appropriate and remain within grade descriptor boundaries described above |
| **EVENT PLANNING & COORDINATION** |
| * Lead the overall planning and manage a range of events from initial scoping, making recommendations to delivery, to a high professional standard. |
| * Manage and control the allocated budget ensuring events are delivered within budget, costing temporary resources and negotiating with suppliers to seek competitive quotes following University financial procedures |
| * Contribute to developing and implementing best-practice policy and procedural guidelines and service standards for events planning and management |
| * Creation, timely production and distribution of all event-related communications to delegates and internal stakeholders, briefing and working with the Communications team |
| * Conduct formal evaluations of events to assess and report back, using feedback to drive future improvements to the event experience and operational efficiency. Produce written evaluation reports to the event host and other key stakeholders |
| * Embed sustainability and accessibility considerations throughout the event lifecycle, aligning delivery with institutional priorities and policies. |
| * Participate in working groups or committees in relation to events planning and management. |
| **LOGISTICS & OPERATIONS** |
| * Manage all the logistical and technical aspects of events including responsibility for health and safety, risk assessments and ensuring adherence to University best practice, policy and alignment with regulations |
| * Build strong collaborative relationships with service departments (e.g., front of house, IT, catering, security), ensuring responsibilities are clearly communicated and met. |
| * Supervise temporary staff or volunteers at events, assigning tasks and ensuring roles are understood and executed effectively. |
| * Play a visible role at events to support the event host, brief/supervise event staff, troubleshoot issues that arise and to keep the event running to schedule |
| * Ensure integration of hybrid and digital elements into event plans where relevant, liaising with AV and IT teams to deliver high-quality online experiences. |
| * Maintain oversight of records, feedback data, and operational documentation to ensure quality assurance, audit-readiness, and service learning. |
| Selection Criteria ESSENTIAL [defined by SJD] |
| * Significant experience in events management, including budget management * Proven ability to plan, co-ordinate and deliver high profile successful events where attention to detail is paramount * Excellent communication skills both verbal and written, with the ability to proof read own work * Strong time management and organisation skills, with the ability to multi-task and prioritise workload * Excellent interpersonal skills and the ability to display confidence, tact, firmness and enthusiasm when dealing with colleagues * Practical and action orientated and able to think through operational issues, identify and implement solutions * Ability to work independently and as part of a team, working across departments to build relationships with stakeholders at all levels * Proven experience of working calmly under pressure and meeting deadlines * Confident in the use of Microsoft Office |

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| Desirable |
| * Qualification in events management |

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| Date |  |
| Edits to core responsibilities checked & verified against grade descriptor by {Departmental HR contact}: |  |