

# Events Co-ordinator

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## Kaupapa | Purpose

- Facilitates the Co-ordination of all internal and external events stage within Wintec Venues
- Coordinate with all key suppliers and departments to ensure events held in all Wintec Venues Co-ordinates all event administration
- Provides marketing event support in regard to updating the Venues website and implementing marketing initiatives related to Wintec Venues

**Reports to:** Events Manager

**Team:** Wintec

**Remuneration:** IEA Band 4 (\$67,800 to \$75,000)

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## Ngā mahi | Do

- Attend events to facilitate operations and responds to emergencies, problems, etc., ensures all aspects of events are implemented and controlled according to plans. Lead this facilitates this by here self
- When required attend event/functions after usual working hours, Can also be sole charge of facilities for these functions
- Event Set Up – when required set up events and move resources
- Deliver a high standard of customer service to all clients internal and external
- Establish a close working relationship with the Operations team to ensure efficient co-ordinating of venue management, caterers, IT, parking, security, and first aid Really lead/guides/instructs the Facilities team in all event setup details and timings
- Ensure room layout is accurate, signage is in place and cleaning has been done prior

to any event

- Coordinate with external event contractors, staff and volunteers
- Comply with Wintec policies and statutory regulations
- Manage, coordinate and respond to event enquiries
- Book events using the internal booking procedures and liaise with key suppliers to on behalf of the client
- Maintain office filing system
- Produce event documentation (e.g. Hire agreements, timelines/run sheets, weekly event schedules, feedback forms)
- Provide regular updates and schedules of events held on campus
- Have regular contact with clients leading up to their event and ensure customer feedback forms are sent following events
- Update client data base
- Manage one's own workload, comprising many deadlines and priorities.
- Report to the Event Manager on a weekly basis with updates on event bookings, incidents, client feedback, or any other issues relating to the running of events
- Work alongside Events Manager on specific Wintec events and projects, does this but does champion the implementation of this projects and events
- Provide content to update Venues Website, and implement venue Marketing initiatives
- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.
- Significant hazards are eliminated, isolated and/or risk minimised. Staff in the area of responsibility are involved in the hazard management process.
- Relevant H&S training is identified and completed for key staff and those with specific job/training requirements.
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.
- Performs other duties as may be reasonably required from time to time

## **Health and safety management accountabilities are understood and applied.**

### **Individual and staff H&S outcome and objectives**

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

### **Wintec culture**

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec's mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

### **Other duties**

- Performs other duties as may be reasonably required from time to time

### **Demonstrate commitment to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

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## Pūkenga | Have

### Education, Training and Experience

- Proven experience in coordinating and organising events, at least 3 years' experience.

Relevant Tertiary Qualification

- Knowledge of the entertainment and hospitality industries
  - Able to exercise judgement in problem solving.
  - Ability to be innovative, to question the status quo and to adapt to changing circumstances.
  - Ability to use initiative.
  - Highly developed interpersonal and relationship skills.
  - Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
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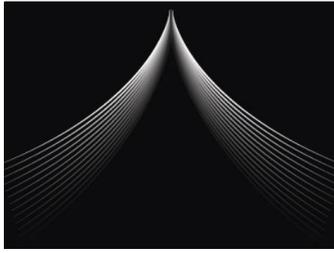
## Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

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## Ngā Hononga Mahi | Working relationships

### **Internal:**

Advisors/Consultants / Academic Staff / Administration Staff / Directors / Dean of Faculty  
/ Department Managers / Heads of School/Centre Directors / Team Managers/Team  
Leaders/Coordinators

### **External:**

Ākonga / learners / SAWIT / Unions / ITOs / Government agencies / Employers and  
employer groups / Consultants / Business / Industry / Community

### **Resource delegations and responsibilities:**

**Financial:** Nil

**People:** Nil