

POSITION TITLE	Events Coordinator
POSITION TERM	Ongoing
FUNCTION / DEPARTMENT	Growth & Impact
ANZSOG CAPABILITY	Capability Level 2
REPORTING MANAGER	Manager, Thought Leadership
No. DIRECT REPORTS	0
LOCATION	Offices in Melbourne, Sydney and Canberra
APPROVED BY	Chief Operating Officer
APPROVAL DATE	October 2025

ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

In delivering on its mission of public governance that people trust, the school brings together academic and practitioner experts from across our member governments and around the world to support current and future government and public sector capability needs and anticipate and address government and public sector challenges.

ABOUT THE POSITION

The Events Coordinator is a high-visibility role responsible for the strategic management and quality uplift of ANZSOG's premium, executive-level events.

This role is crucial for reinforcing ANZSOG's brand credibility and driving market presence through high-impact engagements. The scope includes all Thought Leadership events, strategic Alumni activities, and specialist events for the Office of the CEO.

The role moves beyond traditional event logistics, focusing instead on transforming standard engagements (e.g., roundtable discussions) into senior-executive-level experiences (properly catered, excellent locations, full strategic follow-up) that interlace outcomes back into the School's product and thought leadership agenda.

Reporting to the Manager, Thought Leadership, the Coordinator acts as a key cross-organisational liaison, ensuring all events serve the strategic purpose of ANZSOG.

ROLE-LEVEL ACCOUNTABILITIES

ANZSOG roles at this level share the following consistent accountabilities:

- **Program Delivery:** Coordinate and deliver programs, projects and services.
- **Process Improvement:** Identify and implement improvements in work practices.
- **Collaboration:** Work across teams to support strategic initiatives.
- **Client Service:** Provide high-quality support to participants and stakeholders.
- **Reporting & Analysis:** Prepare reports and contribute to data-informed decisions.

KEY FUNCTIONAL ACCOUNTABILITIES

Strategic Event Design & Management

- Lead the end-to-end planning and flawless execution of all high-value Thought Leadership, Alumni, and Dean & CEO events, ensuring every aspect reflects ANZSOG's premium positioning and quality standards.

Quality Uplift and Brand Experience

- Drive the strategic transition of specialist events from standard institutional formats to senior executive-level experiences (e.g., vetting premium venues, coordinating high-calibre catering, and managing high-touch delegate services).

Cross-Organisational Liaison

- Act as the primary interface between all Groups and the Dean & CEO's Office to consolidate, schedule, and execute complex, multi-stakeholder events.

Event Outcomes and Consolidation

- Manage the capture and consolidation of key outcomes (e.g., participant lists, discussion insights, faculty feedback) from Thought Leadership events, ensuring the data is utilised for future product development and Go-to-Market planning.

Virtual and Hybrid Event Logistics

- Manage the operational and technical delivery of high-touch virtual events, ensuring platform setup, pre-session tech checks for senior faculty, and smooth live delivery.

Budgeting & Vendor Management

- Manage event budgets, negotiate terms with vendors and suppliers, and accurately reconcile all expenditures against pre-agreed financial targets.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Relevant tertiary qualification in Event Management, Communications, or Hospitality highly desirable.
- Strong understanding of financial management and performance analytics systems
- Minimum 3+ years' experience managing high-stakes executive events, conferences, or specialized training programs, including both residential and online/blended formats.
- Proven experience managing event budgets and negotiating contracts with executive-level service providers.
- Executive Stakeholder Management: Proven ability to manage communication and expectations for senior executives, academics, and high-profile guest speakers.
- Event Design & Quality Control: Demonstrated experience in designing and executing premium, high-touch events with a meticulous focus on quality control and brand presentation.
- Strategic Prioritisation: Capacity to act as "strategy overflow," managing multiple event streams and prioritizing high-leverage activities that directly support the G2M strategy.
- Technical Fluency: Proficient in event technology platforms (e.g., Zoom, virtual classrooms and event management software)
- Budget and Vendor Management: Strong negotiation and financial reconciliation skills.

ANZSOG VALUES

ANZSOG is a values-based organisation. This means that we understand that the ways in which we

work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, which guide our behaviours and attitudes as members of the ANZSOG community. As a binational learning organisation committed to authentically serving and partnering with governments and First Nations and Māori communities, we are also committed to engaging in ongoing learning to model the impact and change we seek to achieve through our work.