

Position Description



Date: August 2026

SECTION 1: POSITION IDENTIFICATION

Position Title: Event Coordinator

SECTION 2: POSITION RELATIONSHIPS

Position responsible to: Manager, Education and Skills Development

Positions with direct responsibility to this position: Nil

Classification Level: 4

SECTION 3: KEY RESPONSIBILITIES

Actively contribute to the development of a culture consistent with the values of Rural Health West.

Working within a small team, the Event Coordinator will support the Event Managers, playing a hands-on role across the full event lifecycle, from initial planning and stakeholder engagement through to event delivery, evaluation and reporting.

SECTION 4: LEVEL OF RESPONSIBILITY

The applicant will work as a member of the Education and Skills Development Team and will be responsible to the Manager, Education and Skills Development.

SECTION 5: STATEMENT OF DUTIES

Under the broad direction of the Manager, Education and Skills Development, the Event Coordinators duties will include, but will not be limited to:

Event logistics

- Assist the Event Managers to plan, implement and execute the Rural Health West conference and event calendar.
- Contribute to the development and maintenance of event checklists and critical path plans.
- Liaise and negotiate with external providers on the supply of venues, catering, exhibition displays, audio-visual equipment and other relevant goods and services.
- Coordinate services for events such as accommodation, transportation, facilities, signage, special need requirements and event security.
- Responsible for onsite event coordination to ensure events are delivered effectively.
- Facilitate accreditation of pre and post conference activities to ensure conference delegates are accredited for CPD hours and procedural grants by the appropriate accrediting bodies.
- Design and configure event management software to facilitate booking, registration and payment processes, including automated communications
- Develop conference and event websites and apps, ensuring all website pages are up to date and reviewed for accuracy, completeness and cyber safety

Marketing and Communication

- Work collaboratively with the marketing and communication team to coordinate collateral in line with the conference marketing plan.
- Work collaboratively with the marketing and communication team to develop effective marketing campaigns and activities to attract attendee engagement and attendance.
- Actively seek avenues to promote Rural Health West conferences and events.

Finance and Administration

- Process conference and event delegate registrations and exhibitor bookings.
- Process payments and billing requests in a timely manner.
- Source quotes from providers ensuring quality of goods and/or services and value for money.
- Ensure accruals, financial reports and monthly credit card reconciliations are collated and processed in a timely order.

General

- Facilitate relationships with external contractors, stakeholders, sponsors and trade exhibitors in a professional manner.
- Attend relevant industry events for networking and information gathering purposes where required.
- On-going development, maintenance, implementation and quality improvement of procedures and documentation.
- Collate and distribute resources and information to staff, health professionals and other relevant stakeholders when required
- Conduct post-event evaluations and provide evaluation summaries and reports where required.
- Maintain relevant databases and collect data to support event reporting.
- Provide general information about Rural Health West conferences and events when required.
- Provide leave cover for other team members when required.
- Perform reception duties as required.
- Other duties as required.

SECTION 6: SELECTION CRITERIA

- Degree or Diploma of Event Management, with relevant experience considered.
- Previous experience as a conference and/or events coordinator.
- Strong interpersonal and negotiation skills.
- Demonstrated ability to develop and maintain positive stakeholder relationships with internal and external clients, sponsors and contractors.
- Experience in the use of Events Air or other specialised events management software.
- A current Western Australian Driver's License.

SECTION 7: APPOINTMENT FACTORS

- Some additional after hours and weekend work will be required.
- Some intrastate travel may be required.

SECTION 8: RURAL HEALTH WEST'S VALUES

Living our Values

At Rural Health West we have four values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

Community - we work hard to ensure rural communities have access to quality health services

- We provide solutions and services that support and enable the communities we serve
- We identify relationships and proactively work on building and nurturing them
- We respect and value difference and appreciate the views and beliefs of others
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner

Integrity – we do the right thing, always

- We are consistent in all that we do
- We complete all interactions with professionalism and respect
- We listen, ask questions and make informed decisions

Innovation – we embrace change and strive for improvement

- We seek new opportunities and alternate solutions to achieve our vision
- We are aware of and adapt to current events and trends that impact our sector and community

Accountability – we value the trust placed in us by our customers, our partners and our funders

- We embrace our vision, mission, objectives and values
- We take full accountability for our development and always look for ways to improve our performance
- We are proactive, individually and as a team, to deliver business results
- We are risk aware and follow required policies and procedures

SECTION 9: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature: _____
Manager Education and Skills Development

Date: _____

Signature: _____
General Manager, Education

Date: _____

Signature: _____
Chief Executive Officer

Date: _____

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____ Signature: _____ Date: _____