

# Position Description



Date: August 2026

## SECTION 1: POSITION IDENTIFICATION

Position Title: Event Manager

## SECTION 2: POSITION RELATIONSHIPS

Position responsible to: Manager, Education and Skills Development

Positions with direct responsibility to this position: Nil

Classification Level: 5

## SECTION 3: KEY RESPONSIBILITIES

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

The Event Manager is responsible for the planning, coordination and delivery of Rural Health West's conferences, events and related activities. Working within a small team, the Event Manager will play a hands-on role across the full event lifecycle, from initial planning and stakeholder engagement through to event delivery, evaluation and reporting.

The role of the Event Manager is to ensure that all conferences and events are planned, coordinated and executed effectively.

## 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 Manager's duties will include, but will not be limited to:

### Event logistics

- Plan, implement and execute the Rural Health West conference and event calendar in consultation with key internal and external stakeholders, including accrediting bodies, training providers, and other health organisations and agencies.
- Develop and maintain event checklists and critical path plans.
- Work closely with Rural Health West's Education Committee's and Medical Advisors across all areas of content development and delivery.
- Conduct meetings including preparation of agendas, reports and briefing papers relating to events.
- Liaise and negotiate with external providers on the supply of venues, catering, exhibition displays, audio-visual equipment and other relevant goods and services.
- Oversee services for events such as accommodation, transportation, facilities, signage, special need requirements and event security.
- Responsible for onsite event management to ensure events are delivered effectively acting as a key point of contact for speakers, presenters and delegates.

- 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.
- Oversee the design and configuration of event management software to facilitate booking, registration and payment processes, including automated communications.
- Coordinate and negotiate speaker, MC, trainer and/or workshop facilitation and management at each event including the preparation of speech notes.

### **Stakeholder & Relationship Management**

- Build and maintain positive relationships with delegates, speakers, sponsors, partners, suppliers and other stakeholders.
- Identify, cultivate and secure sponsorship and exhibition opportunities by developing proposals, negotiating inclusions and maintaining strong relationships with prospective and existing sponsors.
- Foster and develop positive and professional working relationships with funding partners.
- Attend relevant industry events for networking and information gathering purposes where required.
- Oversee the production of event outputs including thank you letters to speakers, MC's and sponsors etc.
- Facilitate relationships with external contractors in a professional manner.

### **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.

### **Finance and Administration**

- Prepare and oversee conference and events budget in consultation with Manager, Education and Skills Development.
- Process conference and event delegate registrations and exhibitor bookings where required.
- Process any payments and billing requests in a timely manner.
- Source quotes from external providers ensuring quality of goods and/or services and value for money.
- Review and explore additional funding opportunities with potential stakeholders.
- Ensure accruals, financial reports and monthly credit card reconciliations are collated and processed in a timely order.
- Complete post-event financial reconciliation and reporting.

### **General**

- On-going development, maintenance, implementation and quality improvement of procedures and documentation.
- Oversee the development of conference and event websites and apps, ensuring all website pages are up to date and reviewed for accuracy, completeness and cyber safety.
- Collate and distribute resources and information to staff, health professionals and other relevant stakeholders when required.
- Conduct post-event evaluations, collecting and analysing delegate and stakeholder feedback to prepare post-event reports and recommendations.
- Maintain relevant databases and collect data to support the Manager, Education and Skills Development in their event reporting activities.
- 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 or manager (3-5 years).
- Demonstrated ability to plan, implement and execute multiple conferences and events including meeting competing deadlines and budgets.
- Excellent 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager Education and Skills Development

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
General Manager, Education

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date appointed to this position: \_\_\_\_\_