

POSITION DESCRIPTION

Title of position: Manager – Events and Projects

Reporting to: Group Manager – Industry Development and Support

Overview:

The project manager leads a small team responsible for delivering events, projects and educational courses for the grape and wine industry, as well as providing support to wine shows and other tasting events through custom wine show management software.

Qualifications:

Degree in Events Management, Tourism, Business Administration or related area or equivalent experience.

Experience:

Minimum three years' experience in customer service, event management, sales, marketing or equivalent is required. Experience managing an effective team is essential. Experience in the wine industry and/or working with databases/web applications and a range of different software platforms is highly desirable.

Principal accountabilities:

1. Leads a small team responsible for managing the events, courses and projects delivered by the Industry Development and Support team, including seminars, workshops, webinars, Q&A events and educational courses.
2. Coordinates the ongoing development of AWRI's custom wine show software, ShowRunner and the support provided to industry users of the software.
3. Develops ,maintains and enhances project databases and web applications, and provides technical support to internal and external users.
4. Engages with regional and industry bodies to maximise commercial education opportunities.
5. Coordinates and manage the delivery of the triennial Australian Wine Industry Technical Conference (AWITC) workshop program.
6. Provides administrative back-up support to other members of the IDS group.
7. Develop and contribute content for the AWRI website and other extension platforms.
8. Accepts that all intellectual property, patents and discovery arising during the course of employment at the AWRI remains the property of the AWRI.

9. Undertakes other duties as directed by the Group Manager – Industry Development and Support or the Managing Director.
10. Promotes the general wellbeing of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

Person Specification:

1. Superior oral and written communication skills.
2. Efficient time management skills.
3. Ability to maintain effective working relationships and contribute positively in a team environment.
4. Display initiative.

Workplace Health and Safety Responsibilities:

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.

Managers/Team Leaders are responsible for the implementation of WHS in their area of control, including to:

1. Support, encourage and enforce the application of WHS by their employees.
2. Ensure that all relevant WHS policies, procedures and systems are implemented.
3. Ensure that all hazards are identified and controlled as far as is reasonably practicable, and that the control measures are monitored and reviewed.
4. Provide employees and students with adequate information, instruction, training and supervision to maintain their health, safety and welfare.
5. Ensure employees are consulted regarding changes to the workplace or work practices that may affect their health, safety or welfare.