

POSITION DESCRIPTION

Position Title	Senior Event Coordinator
Functional Area	Conferences and Events
Date	October 2026
Reports To	Conferences & Events Manager
Direct Reports	Nil
Primary Objective	This position is responsible for coordinating and delivering conferences and events for up to 1,500 attendees, managing all aspects of event operations including but not limited to sponsorship and exhibition, stakeholder engagement, event platforms, budgeting, abstract and program management and onsite delivery. Drawing on strong event management expertise, you will build relationships with senior stakeholders, provide technical and strategic event advice, and contribute to innovative digital solutions that support the growth and success of a dynamic events portfolio.
Key Internal Relationships	Department Manager ASC office Fellows, Trainees and SIMGs Conferences and Events team
Key External Relationships	Conference delegates Specialty Societies Organising Committees Government and non-Government Bodies External contractors, suppliers, and exhibitors
Primary Responsibilities	- Effectively coordinate and deliver a range of high-level events with sizes ranging between 250 – 1,500 pax. - Manage the delivery of operational elements of events, including sponsorship and exhibition, within strict timelines and budget and to exacting standards to maintain and build on the Department and the College's reputation for excellence. - Ensure that post event reporting and analysis, relating to event activities undertaken can be utilised to improve each event. - Provide onsite support during key events, including supervision of staff and volunteers. - Provide expert advice and support to colleagues in the registration process for ASC including registrations, preparation of invoices, reporting, query resolution and onsite registration management. - Develop virtual platforms – e.g., OnAir, Capstan and others for events as appropriate and maintain relevant user guides and tutorials. - Provide technical advice to senior stakeholders. - Assist with contract management through monitoring external events venue contracts, supplier contracts and service agreements.

	• Conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities. • Manage and foster relationships with senior stakeholders, sponsors, exhibitors, and affiliated organisations. • Attend organising committee meetings as primary contact and provide regular updates through agreed reporting timelines. • Manage the process to identify and engage sponsors/exhibitors and monitor their contracts to ensure contractual obligations are met. • Identify appropriate social activities to complement external events, whilst assisting with the on-site planning and transport schedules and the management of a cost recovery budget so program is self-funding • Manage administrative tasks and staff external events. • Maintaining systems and documentation in accordance with the RACS Quality Management System and ISO requirements. • Working closely with Conferences and Events leadership team to design and develop strategic digital solutions to support Conferences and Events Department client growth.
Essential Skills, Qualifications and Personal Attributes	• Demonstrated experience delivering conferences and events of varying sizes, with responsibility for all aspects of planning, coordination and onsite execution. • Highly developed ability to work independently, effectively manage competing priorities, and deliver outcomes within tight timeframes in a fast-paced, complex environment. • Proficiency in EventsAIR or similar event management software • Advanced computer skills, including website content management and online platform administration • Demonstrated expertise in the delivery and management of virtual and hybrid events • Exceptional customer service and stakeholder engagement skills • Post-secondary education which includes events management qualifications • Highly developed written and verbal communication skills, with strong attention to detail • Flexibility and willingness to travel as required to support event delivery After-hours work is a requirement of this position. The successful applicant must be willing to travel domestically and internationally for conferences and attend committee meetings outside of regular working hours. Working arrangements and approvals for these after-hours requirements are organised in consultation with the Manager.
RACS Competencies	❖ strives to achieve strategic objectives ❖ seeks to find better ways of working and increase stakeholder value ❖ works collaboratively and demonstrates sound reasoning ❖ effectively prioritises work and meets deadlines ❖ team player, models RACS values ❖ works with colleagues across RACS in the achievement of objectives ❖ strives to grow professionally and is open to feedback ❖ flexible and adaptive