

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Venue Coordinator
Position ID Code	FAC014
Work Area, Division	Facilities Management, Operations
Reports To	Senior Manager, Facilities
Direct Reports	Nil
Award	Clerks Private Sector Award

Proudly Perkins	
We Are	A network of people with curious minds and big hearts, all committed to excellence and continuous progress in health, science, care and community.
We Believe	Progress is made together
Our Purpose	To enable our community to live healthier, longer lives by discovering new ways to prevent, diagnose and treat life-altering diseases.
Our Values	
Curiosity: Progress starts with a question.	We are open and inquisitive. We test our own perspective and bias. We think boldly to spark innovation. We explore smarter, more efficient ways to solve problems.
Grit: We see things through to make meaningful impact.	We are resilient, we learn from our failures and adapt. We challenge obstacles to turn ideas into action. We persevere with passion and care. We drive for outstanding results.
Integrity: How we work matters as much as the work itself.	We share knowledge with honesty, transparency and good intent. We always act ethically. We take responsibility for our actions. We speak up when something doesn't feel right.
Collaboration: We work as one team with a shared purpose.	We actively break down silos to co-create better solutions. We model inclusive decision making. We recognise and celebrate achievements together. We ask for help and offer it freely.
Respect: How we treat people defines who we are.	We value everyone's unique skills, experience and backgrounds. We share honest feedback that matters. We lead with kindness, even when we disagree. We keep community at the heart of everything we do.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
The Venue Coordinator is responsible for professionally and efficiently facilitating and coordinating events and venue hire across Perkins North and South. This position also optimises the event schedule, is responsible for enhancing venue utilisation, and completes all administration associated with events, venue hire and consultation room bookings at the Perkins.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Venue Coordinator	2	29/11/2024	Facility Manager	Chief Operations Officer	Chief People Officer

Position Outcomes and Key Goals

1. Optimise the use of available venues across Perkins North and South.
2. Establish, maintain, and optimise the event schedule for Perkins North and South.
3. Provide exceptional customer service to venue users.

Key Duties/Accountabilities

1. Coordinate with event organisers to ensure events are well-supported from first contact. This includes supporting organisers to view the facilities, providing advice on suitable space options, managing bookings, and promoting events within the building.
2. Coordinate logistics for each event to ensure that attendees have a positive experience at the Perkins. This includes any catering, equipment, AV, parking, cleaning, and security arrangements that may be required.
3. Promote events via the building digital signage.
4. Coordinate with contractors to create promotional content for Events and display via digital signage.
5. Provide technical support to external clients and building occupants and facilitate regular AV training workshops for building occupants to ensure the correct use of AV equipment.
6. Regularly check the AV equipment in meeting rooms and report any technical problems, liaising with AV contractors as required to ensure issues are resolved and all AV equipment is operating correctly.
7. Identify, recommend, and implement initiatives to improve venue utilisation.
8. Support the preparation of event invoices and review the venue service fee schedule at least annually, recommending adjustments to management by applying relevant data.
9. Complete and facilitated all administration activities associated with event and venue hire at the Perkins.
10. Liaise with the Facilities Management team and other appropriate personnel regarding upcoming events.
11. Complete other duties as requested by manager.

Selection Criteria

1. Excellent verbal, written, and interpersonal communications skills with the ability to interact professionally and effectively with diverse customers, including academics, professional staff, students and visitors.
2. Well-developed administration, organisational and planning skills and the ability to manage multiple priorities and meet deadlines with a high level of attention to detail.
3. Demonstrated ability to work both collaboratively in a team environment with a flexible approach to duties and independently when required.
4. Ability to solve problems under pressure while remaining calm.
5. Proficient in a range of computing skills including Microsoft Office and scheduling tools.
6. Ability to use and operate AV equipment, applying relevant technical knowledge and skills.
7. Diploma of Venue Management or equivalent knowledge gained through other education, training and/or experience (desirable).
8. Previous experience coordinating events or venues (desirable).
9. Satisfactory National Police Certificate.

Special Requirements

1. This position may be required to work after-hours, including afternoon and weekend shifts, rostered in advance.
2. This position provides relief cover for the Concierge in both Perkins North and South.
3. The position acts as a Chief Fire Warden and a First Aid Officer (a current First Aid Certificate must be maintained by the incumbent).
4. Physical fitness to move and lift small and bulky using safe manual handling techniques.

Key Working Relationships

1. Facilities Management team.
2. Building tenants and stakeholders.
3. Visitors and guests to the building.
4. External service providers, including service contractors, emergency services, security, and regulatory bodies.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.