

**QPASTT Skills Statement**  
**Events Planning Administrator - December 2017**

<b>Job Title</b>	Events Planning Administrator
<b>Level</b>	Level 3 with salary sacrifice available
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Hours</b>	Part time – 3 days per week; 16-month contract
<b>Location</b>	Brisbane based
<b>Team</b>	Administration Team
<b>Reporting to</b>	Manager, People and Systems
<b>Main Purpose of Position</b>	<p>Due to the organisation of a major international conference in 2019, QPASTT is looking to employ an Events Planning Administrator to administer EventsAir, an online event registration and planning platform. The primary function of this role will be to maximise the EventsAir system and tool kit. This will be a very practical, hands-on role.</p> <p>Specific Tasks will include utilizing EventsAir for:</p> <ul style="list-style-type: none"> <li>· Conference marketing</li> <li>· Call for abstract distribution</li> <li>· Abstract review committee co-ordination and submission of abstracts</li> <li>· Co-ordination of the 5 stream speakers' program</li> <li>· Co-ordination of speakers' audio-visual</li> <li>· On-line registration and confirmation</li> <li>· Set-up of the mobile attendee app</li> </ul> <p>The role will also require the successful candidate to possess a range of administrative skills to assist the QPASTT Administration team in providing general administrative support before, during and after the conference.</p>
<b>Number of Direct Reports</b>	Nil
<b>Key Relationships</b>	<p><u>Internal</u>            Event Manager            Manager People and Systems            Administration Team            QPASTT Management            QPASTT Staff</p> <p><u>External</u>            Other FASSTT Agencies            Conference attendees</p>
<b>Key Selection Criteria</b>	<p><u>Essential</u></p> <ol style="list-style-type: none"> <li>1. Advanced level in events software (specifically EventsAir), Microsoft programs and Wordpress;</li> <li>2. Studying or completed qualifications (diploma or degree level) in Events Management or IT;</li> <li>3. Ability to work both autonomously and as part of a diverse multicultural Administration team;</li> <li>4. Excellent organisational skills and the ability to prioritise;</li> <li>5. Ability to trouble shoot and problem solve;</li> <li>6. Ability to engage and work with internal users of events software on a daily basis;</li> <li>7. Capacity to engage appropriately with responding delegates leading up to, during and after the conference;</li> <li>8. High-level communication skills and interpersonal skills including cross cultural communication skills;</li> <li>9. Experience in preparing accurate and appropriate correspondence and other written materials;</li> <li>10. Experience in the conference industry and online registration.</li> </ol> <p><u>Position Requirements</u></p> <ol style="list-style-type: none"> <li>11. Possession of a Blue Card or ability to acquire one</li> <li>12. Current Queensland Drivers License</li> </ol>
	<p>In addition to the duties listed above all QPASTT staff are expected to:</p> <ol style="list-style-type: none"> <li>1. Respect and abide by the vision, mission and values of the organisation.</li> <li>2. Ensure that their conduct is consistent with provisions of the QPASTT Code of Conduct.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Comply with the provisions of relevant QPASTT policies and procedures.</li> <li>4. Comply with the provisions of QPASTT's Workplace Health and Safety Framework including policies, procedures and safe work systems that relate to their role and QPASTT as a whole.</li> <li>5. Carry out general administrative functions related to their role and to the effective and efficient functioning of QPASTT as a whole. This includes the use of computer-based information and data systems</li> <li>6. Be flexible and able to adapt to the changing environment in which QPASTT operates.</li> <li>7. Undertake other relevant duties as required.</li> </ol>
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<b>QPASTT Values</b>	<b>Key Behaviours</b>
<b>Survivors of torture and trauma come first</b>	<p style="text-align: center;"><b>Client focused Orientation</b></p> <ul style="list-style-type: none"> <li>• Provide a high standard of service and support to our clients and their families that is culturally relevant</li> <li>• Use appropriate communication to accurately determine the needs of our clients</li> <li>• Maintain positive and professional relationships</li> <li>• Ask clients to actively participate in all aspects of service delivery</li> <li>• Respect the human rights of the client, their family and the community</li> </ul>
<b>We value our people and encourage teamwork through mutual respect and trust</b>	<p style="text-align: center;"><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Contribute opinions, encourage others to contribute their opinions and build on them</li> <li>• Involve others to achieve outcomes</li> <li>• Engage in collaborative practice with colleagues</li> <li>• Work to achieve common goals</li> <li>• Accept responsibility for achieving shared goals</li> </ul> <p style="text-align: center;"><b>Establish mutual respect and trust</b></p> <ul style="list-style-type: none"> <li>• Communicate genuinely around topics of mutual interest</li> <li>• Build trust through managing and delivering on expectations</li> <li>• Communicate to others that they are valued &amp; important</li> <li>• Seek to build rapport with people</li> </ul>
<b>We insist on openness and accountability</b>	<p style="text-align: center;"><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Exchange ideas by using suitable language</li> <li>• Demonstrate a clear, concise, open manner appropriate for the audience</li> <li>• Listen when others are communicating</li> <li>• Demonstrate approachable and open body language</li> </ul> <p style="text-align: center;"><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Provide regular information to the community and other stakeholders outlining our work</li> <li>• Ensure that our service can be accessed by all survivors and that equitable service is received</li> <li>• We will consult regularly with survivors, their families and the community about what needs changing in our service</li> </ul>
<b>We adhere to the strongest ethical standards in both practice and research</b>	<p style="text-align: center;"><b>Ethics</b></p> <ul style="list-style-type: none"> <li>• Adopt an ethics based approach to all aspects of our work</li> <li>• Ensure the highest standards are achieved in relation to privacy of information and confidentiality</li> <li>• Respect the right of client to disclose whatever level of information they feel comfortable with and how the information is to be used</li> </ul>
<b>Our work is supported by reflective practice and innovation to achieve quality client outcomes</b>	<p style="text-align: center;"><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>• Focus on delivery of appropriate outcomes for clients</li> </ul> <p style="text-align: center;"><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Embrace and contribute to new approaches dealing with work and service delivery problems or innovations</li> </ul> <p style="text-align: center;"><b>Reflective Practice</b></p> <ul style="list-style-type: none"> <li>• We regularly review our practice and make changes with a view to providing a quality service.</li> </ul>