



ORMOND COLLEGE
THE UNIVERSITY OF MELBOURNE

**POSITION DESCRIPTION:
CONFERENCE & EVENTS TEAM LEADER**

POSTION TITLE:	Conference & Events Team Leader
EMPLOYMENT SCHEDULE:	Casual
REPORTING TO:	Residential & Events Manager
LOCATION:	Ormond College, Parkville

POSITION OVERVIEW:

Ormond College, the largest college of the University of Melbourne, provides a diverse community for our residential undergraduate, graduate and non-resident students who are studying at the University of Melbourne. We seek to attract, retain and develop the best possible staff to deliver a well-rounded living experience for the College residents.

Ormond College is seeking a skilled Conference & Events Team Leader to join the C&E team on a casual basis. This is a role within the Conference and Events Department and will ensure the smooth running and delivery of exceptional customer service across Conferences and Events.

The role will predominantly be weeknights and weekend shifts with occasional weekday work. Shifts will vary week to week.

KEY RESPONSIBILITIES:

Position Overview:

As Conference & Events Team Leader, responsibilities and duties include:

- Assist the Conference and Events Supervisor in running internal and external events, and on occasion run events solely.
- Assist the Conference and Events Supervisor in directing operational staff to ensure the smooth running of every event.
- Assist with all aspects of an event from setup to service and pack down.

Key Criteria

- Demonstrate that they can deliver a consistently high level of customer service
- Demonstrate a high level of knowledge and ability to execute the service standards of the College
- Flexible working availability
- Have previous experience in the hospitality industry at a similar level
- Sound knowledge of wines and beers
- Display a high degree of responsibility and initiative
- Demonstrate an ability to lead and manage the student community both as employees, as management partners and as customers
- Highly organised with excellent time management and multi-tasking skills
- Have excellent personal presentation with approachable personality
- Ability to work under pressure and to prioritise competing demands
- Enthusiasm, energy, initiative to full fill all assigned tasks
- Full Australia working privileges
- Must have a Working with Children and Police Check or the ability to get one
- RSA trained.

Other duties, as directed by the Food Services Supervisor, Residential & Events Manager, Head Chef and Director of Operations.

OHS (Workplace health and Safety) Expectations:

- Demonstrate awareness of OHS policies and procedures and ensure all procedures are followed while working
- Work in conjunction and cooperate with management in the implementation of OHS related initiatives
- Avoid the promotion of or participation in any acts that may result in injury to themselves or colleagues
- Actively report workplace hazards, injuries and accidents arising from workplace activities, providing recommendations for corrective actions to prevent or minimize the chance of recurrence
- Where Personal Protective Equipment (PPE) is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed or as required in OHS procedures
- Use, taking reasonable care, safety, emergency equipment, plant materials tools and substances provided in the workplace as directed or as required in OHS procedures.

Applicants are invited to submit a covering letter and a resume addressing the key selection criteria listed in the position description which may be downloaded from the Ormond College website: www.ormond.unimelb.edu.au.

Applications must be submitted **by email** to Alison Sheumack, Residential & Events Manager at: events@ormond.unimelb.edu.au

Applications close at 8.00pm on Sunday 17 September 2017.