

Employment Opportunity

Join Our Team as an Events Manager in the Corporate Affairs Team

We are seeking an energetic professional who is looking to contribute to making a difference to Australia's energy landscape. The ideal candidate brings enthusiasm, thoughtfulness, integrity and curiosity to all aspects of their work and team. You may be a hungry, early career professional ready to take on more responsibility or a seasoned senior looking to make an impact, if you are a match with our diverse, high-performance culture we will suit the role to you.

Who we are | Energy Networks Australia

Energy Networks Australia (ENA) represents the national electricity and gas distribution networks. As Australia works towards net zero emissions, we partner with regulators, governments, and industry to drive innovation for a sustainable energy future.

The Role | Events Manager

We are looking for a driven and experienced Events Manager for a very hands-on role, delivering our ambitious event program. Reporting to the **Head of Partnerships**, you will manage all aspects of event planning and execution from end-to-end management of our smaller events to leading our large-scale conference including full speaker management. You will work closely with external suppliers and agencies to ensure flawless delivery for larger events.

This is an exciting and challenging position with a salary package that reflects the demands of the role. At ENA, we offer a hybrid working environment, with the flexibility to work in our Melbourne CBD location and remotely by agreement; ideally, you will be based in Melbourne, however, other locations will be considered for the right candidate. This is a full-time role, with a fixed term of 12 months to cover parental leave, with flexible working conditions considered for the right candidate. There will be a small amount of domestic travel required in this role.

Key Areas of Responsibility:

- **Event Production:** Manage logistics, including venue coordination, AV teams, and vendor management.
- **Project Management:** Develop and execute detailed project plans, including timelines, key milestones, and deliverables to ensure events are executed smoothly.
- **Speaker Management:** Coordinate all aspects of speaker engagement, from invitations and scheduling to seamless on-the-day management.
- **End-to-end Management of Smaller Events:** Responsible for planning, executing and managing all aspects from start to finish.
- **Registration Management:** Oversee attendee registration through the event management system.
- **Budget Management of Smaller Events:** Ownership of budgets, ensuring financial compliance and optimal use of resources.
- **Agency Collaboration:** Work closely with external agencies on major conferences and exhibitions to ensure smooth execution.
- **Continuous Improvement:** Collect and analyse event feedback to drive improvements for future events.

What's on offer

Salary range \$90,000 to \$95,000 (including superannuation)

The right candidate will be offered a salary depending on experience. In addition to this, an annual performance bonus will be offered.

ENA is supportive of further professional development and learning and will help you grow your skills and develop further knowledge of the energy sector.

Skills and Experience:

What we're looking for:

- Proven experience in a hands-on role managing both large and small events.
- Proficiency in events management software.
- Strong project management, speaker management, and end-to-end event management skills.
- Demonstrated experience managing event budgets.
- Excellent communication and collaboration skills for working with vendors, speakers, teams, and external agencies.
- Experience managing awards programs is a plus.

Highly desirable:

- Certifications in event or project management.
- Experience in EventsAIR, Eventbrite, HubSpot.
- Expertise in financial management for event planning.
- Experience managing awards programs is a plus.
- Proactive problem-solving and adaptability.
- Strong organisational skills and attention to detail.

How to apply:

At Energy Networks Australia, we are committed to fostering a diverse and inclusive work environment that values different perspectives and experiences. We encourage candidates from all backgrounds and life experiences to apply.

To apply for this exciting opportunity, please submit your CV, a short statement outlining your relevant skills and experience, and a response to the selection criteria outlined below (no more than two pages to cover the questions). Submit these documents to the ENA Head of Partnerships, Anna Packham, via info@energynetworks.com.au

Applications close on Thursday 31 October 2024.

Selection criteria:

1. Describe your approach to managing competing deadlines and priorities and servicing stakeholders across different portfolios.
2. Provide an example of a project you've led and how you managed the coordination and organisation of various stakeholders to achieve the desired outcome.
3. Describe your experience managing major conferences, including collaboration with external agencies.
4. Provide an example of how you managed an event budget to optimise resources.
5. How many years of experience do you have with Event Management Systems?
6. List event registration platforms you have used