

POSITION DESCRIPTION

Position Title:	Events Coordinator
Business Unit/Department:	Public Affairs & Stakeholder Management
Division:	People, Culture & Communications Directorate
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 5 – Level 1 to Level 5 (HS5 to HS33)
Reports To:	Manager – Communications & Engagement
Direct Reports:	N/A
Date Prepared/Updated:	22 July 2026

Position Purpose
The Events Coordinator develops, coordinates and facilitates events and activities involving Western Health staff, directors, executives and board members as well as the Western Health community and businesses. This role is responsible for ensuring the events program and high-end productions provide quality and meaningful experiences for participants to strengthen the Western Health brand and ensure events and productions are supportive of the organisation's key priorities.
Business Unit Overview
The Public Affairs Unit delivers innovative, collaborative and inclusive communication that enhances Western Health's reputation as a leading provider of healthcare; we empower our communities with the information, services, and support they need to achieve better health outcomes. Responsibilities of the Public Affairs team include: • Strategic communications • Corporate communications, including internal communication and engagement • Media training, media releases and proactive and reactive advice • Issues management • Event management • Video production • Digital communications, including websites and intranet • Graphic design • Management of government and ministerial visits, state and federal, including adherence to the protocols around these visits • Communication and engagement planning for major projects and initiatives across Western Health

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Key Responsibilities
• Coordinating the planning, delivery and promotion of Western Health events and high-end productions, including the development of event plans and promotional materials, coordination of event briefs and invitations, management of suppliers and sponsors, if required, and collaboration with internal and external stakeholders. • Develop and maintain close working relationships across Western Health departments, staff and external stakeholders to enhance event consistency, coordination and outcomes, resolve emerging issues and competing requirements, and provide authoritative advice on events, engagement and communications. • Represent Western Health at after-hours and weekend engagements as required. • Provide event coordination advice and support to colleagues to ensure the successful delivery of their events. • Coordination and support of logistics for Ministerial and VIP events, as and when required. • Deliver internal content to support event promotion and provide communications support to the communications and engagement team to support employee engagement. • Coordinate and advise on service standards, policies, and procedures as they apply to events and high-end productions • Provide high-quality customer service at all Western Health events. • Keep accurate records of work activities, including budget information. In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.
Key Working Relationships
Internal: • Executive Director People, Culture and Communications • The Executive • Director Corporate Communications and Stakeholder Engagement • Manager, Communications and Engagement • Manager, Media Relations • Public Affairs team • Western Health Foundation • Executive Assistants • Divisional Directors • Senior Leadership Team • Clinical subject matter experts • Western Health Staff across all sites External: • Department of Health • Victorian State Government Ministerial Departments • Major partners • Creative services providers • Community stakeholders and groups
Selection Criteria
Essential: • Tertiary qualification in event coordination and/or significant event management experience in major event environments. • High level written and verbal communication skills • Demonstrated experience in events coordination and the creation of high-end productions • Knowledge and demonstrated experience in planning and coordination of event operations and logistics, planning/scoping/design, risk management, emergency management, OH&S for events • Well-developed and successfully deployed project planning and project management skills.

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- Ability to establish rapport with community groups and key stakeholders
- Ability to liaise with a range of stakeholders
- Ability to manage multiple projects at once, building strong relationships across a broad range of stakeholders, developing networks in, and establishing credibility with, internal and external stakeholders
- Ability to multi-task and prioritise
- Strong organisational skills with keen attention to detail
- Ability to take a flexible approach to work, including working autonomously and as a part of a team as required
- Ability to develop new concepts
- Strong computer skills
- Attention to detail
- Ability to work across Western Health sites

Desirable:

- Experience working in a health care or government setting.

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence

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- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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