



Position vacant

Conference Specialist

(Fixed term, 6 months)

The Law Society of New South Wales is looking to employ a Conference Producer in its Professional Development team on a fixed term, full-time basis.) The position will be advertised internally and externally. If any staff member is interested in applying, or requires further information, please contact the HR Department no later than 5.00pm 30 April 2020.

Responsibilities

The Conference Specialist is responsible for successfully coordinating and delivering three flagship Professional Development Conferences for the Law Society in August, September, and October 2021. This includes developing and implementing the conference strategy, critical paths, risk management strategies and managing the project administrative requirements.

Accountabilities

- Lead and mentor the conference coordinator team including allocation of work, regular meetings and feedback relating to conference delivery.
- Apply exceptionally high organisation and conceptual skills to develop, manage and implement the conferences including:
 - Program implementation – work with the Legal Education Manager to oversee the management of all speaker engagement.
 - Stakeholder engagement – act as the main point of contact for key stakeholders, facilitators and sponsors involved in the conferences.
 - Financial oversight – develop and manage budgets for conferences.
 - Marketing/delegate boosting – work with Marketing team to create marketing plans including identification of growth target sectors, specific tactics, timelines and reporting plans.
 - Sponsorship and exhibition – develop sponsorship strategy aimed at achieving strict sponsorship targets, identify and liaise with potential sponsors and exhibitors and develop and enhance exhibition precincts.
 - Venue and supplier liaison – manage the relationship with the contracted venues and other key suppliers as required.
 - Onsite and post event – manage overall event run sheet, allocate staff roles and prepare all briefing documents and oversee relationship with venue and on-site in conjunction with the Head of Professional Development (the Head) and Legal Education Manager
 - Post-event evaluation debriefs, reporting based on feedback and budget analysis.



Requirements

- A proven track record in successfully organising national and/or international conferences/major events.
- Highly developed project and time management skills, with the ability to set priorities, and plan and organise complex tasks.
- Exemplary stakeholder relations skills and demonstrable experience in working effectively with a range of internal and external stakeholders.
- Ability to lead, manage and develop staff and demonstrated capacity to work as a member of a team in a cooperative, collaborative and collegial manner.
- A tertiary qualification preferably in events, marketing, tourism or hospitality management is desirable.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Applications from non-staff members of the Law Society should be submitted online via :

<https://www.seek.com.au/job/52090634> and include a cover letter and brief resume.