Post Title: Events Manager
School/department: University of Sussex Business School
Hours: Full time (37.5 hours). Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 21475
Salary: starting at £37,099 to £44,263 per annum, pro rata if part time
Placed on: 16 October 2023
Closing date: 08 November 2023. Applications must be received by midnight of the closing date
Expected interview date: 20 November 2023
Expected start date: As soon as possible

The University of Sussex Business School, a distinguished institution with double accreditation, is seeking a dynamic and experienced Events Manager to join its team. Located in the South Downs, North of the vibrant city of Brighton, our Business School has a rich history of academic excellence and a commitment to innovation and is at the forefront of business education.

Our events portfolio spans research seminar series, public engagement events, student recruitment events, large scale academic conferences, alumni networking events, masterclasses and network events for businesses.

If you are a passionate results-driven professional with a knack for orchestrating successful events, we want to hear from you.

As Events Manager, you will have a pivotal role in planning, organising and executing a diverse range of events within the Business School.

You will report into the Head of Professional Services and be delivering events that align to the Strategic ambitions of the School. You will lead a small team of event professionals while collaborating with staff within the Business School as well as across various University departments including research and enterprise, careers, alumni relations and business partnerships.

This role offers a unique opportunity to make a significant impact on the academic and professional communities we serve.

Please contact Merrill.Jones@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students, and we welcome
applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at https://www.sussex.ac.uk/business-school/

3. Job Description

Job Title: Events Manager
Grade: G7
School/Division: University of Sussex Business School
Location: Jubilee Building
Responsible to: Head of Professional Service
Direct reports: Events and Comms Officer, Events and Comms Coordinator
Key contacts: Head of Professional Service, Seniors Managers in the Business School, as well as Marketing Manager, Research Communications Manager, Communications Manager, Alumni Relations Manager, Accreditation Manager, External Engagement Manager and their teams.

Role description:

The Events Manager will lead and develop the portfolio of events for the Business School aligned with its strategic aims in Research, Education and Engagement. The role will take responsibility for the design and implementation of a range of events varying in size and scale, managing the events team and delivering to a high standard. The role will also generate interest and engagement around the events utilising a range of comms channels as well as post event work regarding related outputs. The role will involve extensive partnership working with stakeholders at the University and other external stakeholders, suppliers and partners.

There will be occasional evening and weekend work.

PRINCIPAL ACCOUNTABILITIES

- Manage, promote and maintain high quality, Professional Services, working in conjunction with Marcomms managers/teams on the strategic planning of promotion for events, activities and post event outputs, engendering a culture of continuous improvement.

- Manage the operational outputs of the team, leading on the planning, designing and delivery of events across the Business School portfolio of internal and external events across the key thematic areas of Research, Education and Engagement, in line with the School strategy and complying with standard practice and procedure.
• Coordinate event planning and debrief paperwork, including reporting, completed within agreed timescales whilst demonstrating compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.

• Work in partnership with key stakeholders to ensure seamless service, for example liaising with members of catering, portering, cleaning, security and IT/AV and external partners, suppliers, stakeholders to ensure adequate and appropriate levels of service for all events.

KEY RESPONSIBILITIES

1. Management and Leadership
   1.1 Provide management and leadership to motivate staff to achieve targets and objectives.
   1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the team.
   1.3 Ensure understanding and application of operational standards are embedded in the culture and methods of working.
   1.4 Support the development of others, providing training and coaching in area of expertise.
   1.5 Foster an ethos of continuous improvement.

2. Service Delivery
   2.1 Working within overall university policy and procedure, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of targets and objectives.
   2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
   2.3 Contribute to the development of the strategic plan.
   2.4 Ensure the delivery of improvements to systems and procedures to maintain effective service delivery within area of responsibility.
   2.5 Ensure appropriate records and documentation are maintained commensurate with policy and procedure.
   2.6 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex information to inform decisions related to subject areas.
   2.7 Identify critical issues when resolving problems particularly where there is complex or competing information and use university policy and objectives to make decisions.

3. Policy and Procedure
   3.1 Based on a broad and deep set of knowledge and experience, interpret policy and procedure, providing advice on the application of policy as required.
   3.2 Contribute to the shaping of policy decisions and improvement in area of expertise.
   3.3 Ensure appropriate governance is in place for area of expertise.

4. Customers and Stakeholders
   4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, initiate and develop relationships, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.
   4.2 Persuade, influence and negotiate as appropriate to further the objectives of the University.
5. **Role specific responsibilities**

5.1 Liaison with key stakeholders to develop an overarching event plan and schedule aligned with the strategic objectives in each thematic area.

5.2 Liaison with key stakeholders to define event briefs aligned with best practice.

5.3 Designing Events

5.4 Producing detailed proposals for events (timelines, venues, suppliers, legal obligations, staffing and budgets)

5.5 Venue research, suppliers and contractors, negotiate prices and hire

5.6 Manage and coordinate suppliers and all event logistics.

5.7 Liaise with comms and marketing teams to publicise and promote events

5.8 Manage all pre-event planning, organising guest speakers and delegate packs

5.8 Coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget

5.9 Manage a team of staff, giving full briefings

5.10 Organise facilities for car parking, traffic control, security, first aid, hospitality and the media

5.11 Make sure that insurance, legal, health and safety obligations are followed

5.12 Oversee the dismantling and removal of the event and clear the venue efficiently

5.13 Handling post event outputs

5.14 Produce post-event evaluation to inform future event

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

*This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.*

**Dimensions**

- Leading a team of 2-5 staff (teams involving staff in the School comms and events and Research Comms and events teams)
- Work within a budget of £48,000
- The post holder reports to the Head of PS [manager job title], working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the School leadership team to achieve the strategic and operational goals of the University, Professional Services & their School. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
• Support achievement of the School’s compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

• Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University’s strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL ROLE-SPECIFIC CRITERIA

• Proven track record in designing and executing events from large scale conferences through to medium sized awards ceremonies, guest and panel speaker events as well as networking and relationship building events.

• Ability to remain calm under pressure

• Creative with the ability to develop and deliver engaging events.

• Experience with event platforms and software for hosting and promotions

• Ability to cater to different audiences and maintain up to date knowledge on trending developments with regards to designing events

ESSENTIAL CRITERIA

• Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).

• A detailed practical knowledge and understanding of specialist area.

• Effective management skills

• Well developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.

• Planning and organisational skills, including project management with the ability to delegate to team members where appropriate.

• Well developed interpersonal skills with the ability to effectively influence in area of expertise, effectively contribute to team working to build and develop working relationships.
• Analytical skills with the ability to generate effective solutions and make effective decisions
• Commitment to customer excellence
• Problem solver
• Effective IT Skills on MS platform. Experience using functional databases

DESIRABLE CRITERIA

• Knowledge of the Higher Education sector.
• Experience of delivering events in a University
• Experience of collaborating with international events partners