



<p>Events Co-ordinator Construction Scotland Innovation Centre (CSIC)</p>	 
<p>Role Description</p>	

<p>Grade & Salary:</p>	<p>Grade 4, (full time) Permanent</p>
<p>Campus Location:</p>	<p>The role holder will be based at the Innovation Factory, Construction Scotland Innovation Centre, Hamilton International Technology Park, G72 0AG.</p> <p><i>The CSIC Innovation Factory is a £2.5m facility created to support Scotland's construction businesses innovate, collaborate and grow, featuring advanced manufacturing, robotics, digitisation and virtual reality technology and training and meeting spaces to facilitate collaboration and learning.</i></p> <p>However, a flexible approach will be required, as some event planning and delivery will take place throughout Scotland & the UK and occasionally internationally.</p>
<p>Line Manager:</p>	<p>Marketing & Communications Manager, CSIC</p>
<p>Line Management Responsibility for:</p>	<p>This role does not currently carry any line management responsibility</p>
<p>Organisational Structure:</p>	<p>This role will work closely with:</p> <ul style="list-style-type: none"> • Marketing & Communications Manager; • Digital Platforms Co-ordinator, • Centre Manager, • Head of Business Relationships • Head of Public Partnerships and Future Workforce, • Business Relationship Managers (BRM's) and Programme Managers • Skills & Training Manager • and all other relevant colleagues within CSIC. <p>A significant aspect of the role will involve the successful candidate working collaboratively with colleagues in international, UK and Scottish partner organisations to develop and deliver inspiring and informative events within our facility and elsewhere.</p>
<p>Role Summary:</p>	<p>Background: CSIC supports Scotland's construction related businesses to innovate, collaborate and grow by matching innovation requirements with business support and academic specialists. Focusing on Business, Product, Process and Service forms of innovation we offer advice, funding, facilitation and access to the appropriate expertise, improving Scotland's global competitiveness and growing economic impact. We work in partnership with a range of private, public and academic sector organisations and our support functions are administered by Edinburgh Napier University.</p>

Over Phase 1 of CSIC (2014-2019), often working with partner organisations, CSIC have developed a regular series of information and engagement events for businesses, assisting businesses to learn about best practice, innovation opportunities and support available to help their businesses collaborate, innovate, export and grow.

In Phase 2 of CSIC (from June 2019-2024), partly to increase business engagement and partly to deliver a series of events as part of a number of collaborative programmes we have secured, CSIC plan to deliver 50 events per year, ranging from small workshop & CPD type events of approx. 10-20 delegates to larger conferences & international events for 250+ delegates.

Job Summary:

This is an exciting and challenging opportunity to lead the planning and delivery of CSIC's events programme and associated activity. The role holder will have responsibility for the delivery of all CSIC events including conferences, exhibitions, information events, demonstrations, LiveBuild workshops and Hackathons both as part of CSIC's activities and also for external clients.

The Events Co-ordinator will be the principal point of contact in the planning and organising of events, liaising with partner organisations, CSIC colleagues and contractors to deliver inspiring and informative events. The Events Co-ordinator will also take full management responsibility and control during the delivery of an event.

Job purpose:

To lead, plan and deliver CSIC's events activities, as part of a wide range of business engagement, marketing and communications activities to:

- Raise awareness of and encourage businesses, public sector clients, academia and other stakeholders to engage in a wide range of CSIC's activities
- Facilitate the same groups to lead or participate in Collaborative Innovation projects
- Evaluate the benefit to CSIC of speaking or exhibiting at other events not hosted by CSIC
- Generate income for CSIC – this may involve organising and/or hosting events for other organisations through the use of our facility, securing sponsorship & assessing the business case for chargeable events for example.

Main Duties and Responsibilities

➤ This role carries the following responsibilities:

Working with CSIC colleagues and partner organisations, the role holder will:

1. Contribute to the planning of an annual internal and external events programme
2. Create branded, differentiated events for specific types where appropriate
3. Proactively identify topics, best practice and successful projects or activities where there is an opportunity to create an event that would resonate with CSIC's members, clients and networks and deliver against CSIC's objectives.
4. Identify and secure sponsorship, partnership and charging opportunities in relation

	<p>to CSIC's events programme</p> <p>5. Work with colleagues to scope & budget events fully to deliver key outputs</p> <p>6. Lead on the planning and delivery of a wide range of events involving:</p> <ul style="list-style-type: none"> - Managing our involvement in external events – assessing benefits of exhibiting or speaking, organising exhibition and promotional collateral etc - Liaison with partner organisations we may collaborate with - Liaison with speakers, presenters, exhibitors, sponsors, demonstrators etc. - Identify and arrange external venues (where appropriate) - Liaison with colleagues to support event delivery including: <ul style="list-style-type: none"> i) Centre Manager (facilities, furniture, equipment & catering) ii) Digital Platforms Co-ordinator (website, social media promotion, video production & AV) iii) BRM team & wider colleagues (talks & tailored promotion) - Liaison with contractors where required (personnel, furniture etc.) - Setup EventBrite listings ensuring GDPR compliance - Ensure full compliance with all relevant statutory obligations - Monitor delegate bookings & costs taking appropriate action where required - Act as point-of-contact for any event enquiries from clients - Assist with delegate registration at the event if required - Attend events and welcome delegates where appropriate - Capture and co-ordinate event feedback, data analytics and evaluation to improve future events - Maintain management information on events delivered - Contribute to reporting on events activities
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➤	<p>In addition, all members of the CSIC Team are expected to:</p> <ul style="list-style-type: none"> • Demonstrate our values: Trust; Creativity; Excellence; Enthusiasm and Collaboration • Work collaboratively with customers and stakeholders in the private, public and academic sectors • Share knowledge, expertise, understanding, perspective and contacts with colleagues to continually build CSIC's abilities and intelligence • Contribute to the marketing of CSIC, including attendance at events • Deliver outstanding levels of customer service • Where appropriate work under one's own initiative but also always as part of a team • Maintain appropriate records including a CRM system • Participate fully in management and team meetings and events • Build long term, trusting relationships with clients and stakeholders • Facilitate collaboration between businesses, academia and the public sector • Remain up-to-date with matters influencing the sector and all associated intelligence • Undertake any other duties as may reasonably be required by the Marketing & Communications Manager, Head of Business Relationships, Head of Public Partnerships & Future Workforce and CEO • Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. <u>Data Protection</u>, <u>Information Security</u> and <u>Records Management</u>
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Specification

Attributes	❖ Essential Selection Criteria	Desirable Selection Criteria
Education/Qualifications	Relevant qualification in Business; Marketing; Event Management or demonstrable relevant experience in delivering business events	Event Management degree
Experience	Demonstrable experience of: <ul style="list-style-type: none"> • Planning, developing, organising and hosting events – both independently & collaboratively with other organisations • Delivering against targets • Budget management • Handling customer enquiries • Procuring and managing contractors and hired event staff 	Experience of proactively creating a differentiated / branded series of events targeted at business customers and then delivering these
Skills/Personal Requirements	Exceptional communication skills with experience of communicating with others at all levels. Excellent interpersonal and communication skills in order to interact and influence effectively and appropriately with internal and external contacts at all levels of seniority, often involving a high degree of diplomacy. Strong problem-solving and analytical skills	An understanding of how Scotland / the UK's Construction sector operates from both a strategic and operational perspective (industry dynamics; supply chains etc) Working knowledge of Microsoft Dynamics

Project development and management skills

Ability to effectively and confidently represent an initiative and organisation to internal and external stakeholders and customers

Strong customer service skills

Ability to work flexibly (as some travel, evening & weekend working will be required) and, at times under pressure, to meet deadlines and changing priorities.

Ability to work calmly and systematically under one's own initiative in a busy environment, to prioritise work and to meet agreed deadlines

Excellent organisation skills, ability to multitask, manage competing agendas and prioritise workload and organise time effectively

High levels of attention to detail

Enthusiastic, proactive and professional approach

A self-starter, highly self-motivated whilst also a very strong team player

Willingness to learn and take on complex tasks

Excellent IT skills and proficient in Microsoft Office packages and familiar with using the Windows operating system

Full UK-valid driving licence and access to own transport

- ❖ *Essential Selection Criteria* are mandatory requirements for a post-holder. If a potential candidate does not evidence all of these requirements in their application form they do not meet the essential criteria of the role and, therefore, will not be short-listed for interview..
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