

Position Description

Event Coordinator

Translational Research Institute, Brisbane

1. Background

The Translational Research Institute Australia (TRI) is one of the nation's youngest medical research institute's, having opened in late 2012.

TRI was constructed with a \$356 million investment from the Queensland and Australian Governments; The Atlantic Philanthropies; Queensland University of Technology; and The University of Queensland. Today it successfully operates as a unique collaboration between four major partners: The University of Queensland (UQ); Queensland University of Technology (QUT); Queensland Health and Mater Research.

TRI is the only facility of its kind in the Southern Hemisphere, and one of only a few places worldwide where new treatments, therapies and medical devices can be researched, discovered, manufactured and clinically tested in one location.

The company Translational Research Institute Pty Ltd (known as TRI Corporate), in its capacity as trustee of the Translational Research Institute Trust, employs around 110 staff to manage and support the Institute's operations and advance its strategic goals.

Located on Brisbane, Queensland's renowned Princess Alexandra Hospital campus, TRI has more than 1100 researchers, clinicians, industry employees and corporate staff who support health discoveries from bench to bedside.

Cutting edge science, collaboration and innovation are championed at TRI by housing the brightest in academia, clinical experts, industry, start-ups and venture capitalists in one location, and within the footprint of two tertiary hospitals which ensures the seamless integration of research and clinical trials for both adults and children.

Supercharging this ecosystem are purpose-built facilities, world-class emerging technologies, and specialist staff support for areas like experiment design, grant and ethics applications, and data analysis. This is complemented by the clinical research facilities and services at the Princess Alexandra Hospital and Queensland Children's Hospital (QCH), which provide supports including trial design and advice, ethics and governance documentation, project management and patient recruitment.

Researchers, clinicians and industry have access to highly specialised resources which include laboratories (wet labs/PC2 labs); cGMP compliant cleanrooms (T3); eight core facilities boasting world class equipment and industry-leading expertise. In early 2026, a new \$100 million Translational Manufacturing facility (TM@TRI) will open thanks to joint investment from TRI and the Queensland Government.

2. TRI Vision and Values

TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. **Our vision is Exceptional Science, Healthier Lives.** The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

Leadership: *Our actions will shape a healthier world*

Integrity: *We do the right thing. Always*

Knowledge: *Through sharing, we empower innovation*

Excellence: *We strive for exceptional outcomes*

Collaboration: *Together we're better*

We LIKE Collaboration

3. Position Purpose

Reporting to the Event Manager and sitting within the Corporate Affairs & Marketing business unit, this role primarily supports the planning and delivery of a wide range of events held at TRI across each year. As an experienced and highly capable events professional, this position is also responsible for co-ordinating internal and external bookings and venue hire of TRI's event spaces. As this is a hands-on role, your physical presence will be required at TRI's Woolloongabba headquarters each working day.

4. Key Accountabilities

Primary accountabilities include, but are not limited to:

- Manage all event co-ordination activities associated with TRI's venue hire (including a 250-seat auditorium, two seminar rooms and an outdoor atrium) and smaller TRI-owned events.
- Responding in a timely and professional manner to customer venue booking enquiries from TRI, partners and external clients to ensure TRI is represented in the best possible light. Support will include but is not limited to: assisting with suitable venue selection, providing event advice, preparing quotes and invoices and providing the required paperwork.
- Ensuring all venue and event bookings comply with TRI's policies and procedures by ensuring that all relevant paperwork is received and approved on time.
- Coordinate TRI's operational and logistical requirements for venue bookings by liaising with TRI's Security, Building Services and Workplace Health and Safety teams.
- Manage weekly event operations document to include all event requirements for venue bookings.
- Data entry of all event information and maintain accurate and up-to-date records and files for all events.
- Provide support for TRI-owned events, including but not limited to:
 - Assisting with event planning and post event surveys
 - Assisting with database of event registrations in EventsAir
 - Preparing and printing name badges
 - Organising and printing event collateral/documentation
 - Supplier management such as managing caterers
 - Processing invoices

- Providing on-site assistance during events, including set up, registration, catering, trouble shooting and pack down.
- Assist with the promotion of events by creating and updating webpages and uploading promo slides to the building screens.
- Manage event supplies to ensure sufficient supplies are available for events.
- Follow and continue to develop new systems and processes relating to event coordination and venue hire.
- Manage and carefully adhere to TRI procurement processes, including for the selection of external service providers.
- Depending on your skillset, you may be asked to support the wider Corporate Affairs & Marketing Teams remit which includes tasks related to digital marketing and design, internal and external communications, marketing, industry development and tenancy management.
- Other duties as determined from time to time by the Events Manager.

5. Reporting Relationships

The position reports to the Event Manager. You will also need to work cooperatively with the Marketing & Engagement, Media & Corporate Affairs, Digital & Design and Industry & Tenancy Managers.

6. Selection Criteria - Experience, Knowledge, Skills and Qualifications

Experience

- Education, training and/or relevant experience equivalent to a degree in events/communications or related discipline and at least (5) five years' full-time or part-time experience in an events or venue management role
- High level interpersonal skills including the ability to effectively communicate, negotiate and liaise with clients, suppliers and members of the TRI community in the provision of professional quality client service.
- Demonstrated ability to work under pressure and provide a professional service to meet deadlines in a busy customer-oriented environment.
- Demonstrated ability to be self-motivated and to work productively as a member of a small team.
- Willingness to work collaboratively across the business unit to support our collective goals.

Knowledge, Skills and Abilities

- A high level of attention to detail
- Excellent organisation skills
- Process driven and the ability to follow procedures
- Excellent interpersonal skills
- Willingness to accept and action feedback
- Self-motivated, with the ability to work efficiently, manage competing priorities and meet deadlines
- Demonstrated ability to work well within a team and independently
- Proficient in Microsoft Office, including Outlook and Excel
- Experience in EventsAir and Wordpress optional but will be highly regarded.

Qualifications

- Completion of Degree or Certificate in marketing, events, communication or a related area.