

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: CONFERENCES, ACCOMMODATION, CEREMONIES & EVENTS Level D, Pay Grade 9**

<b>LEVEL DEFINITION</b>	This level covers positions responsible for providing comprehensive conference management and accommodation services.
<b>TYPICAL RESPONSIBILITIES</b>	May include: providing conference management and accommodation services; managing accommodation bookings to maximize occupancy; managing guest relations; managing staffing resources to improve efficiencies and quality of hospitality services; recommending housing accommodation and service improvements; and preparing and implementing annual budget for a specific housing unit; and recommending improvements to service standards, policies and procedures.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding accommodation bookings and operational efficiencies. Work is reviewed in terms of achievement of revenue and efficiency of services provided.
<b>SUPERVISION RECEIVED</b>	Works under broad policies and guidelines to meet specific goals.
<b>SUPERVISION EXERCISED</b>	Manages staff directly and indirectly through subordinates.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.