

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: CONFERENCES, ACCOMMODATION, CEREMONIES & EVENTS Level E, Pay Grade 10**

<b>LEVEL DEFINITION</b>	This level covers positions responsible for managing overall accommodation and conference service operations.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing accommodation and conference service operations; planning and managing the on-site logistics for all conferences; recommending renovations and upgrades to housing facilities; designing a staff development plans; managing budgets; developing policies, procedures; ensuring that the quality and value of services meet the clients' expectations and industry standards.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding management of conference service operations and budgets. Work is reviewed in terms of overall profitability and effectiveness of operations.
<b>SUPERVISION RECEIVED</b>	Works within a broad mandate to achieve departmental goals and objectives.
<b>SUPERVISION EXERCISED</b>	Manages a full component of operational staff directly and indirectly through subordinates.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of six years of related experience, or the equivalent combination of education and experience.