

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: CONFERENCES, ACCOMMODATION, CEREMONIES & EVENTS Level D, Pay Grade 10

LEVEL DEFINITION	This level covers positions responsible for providing comprehensive conference management and accommodation services.
TYPICAL RESPONSIBILITIES	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.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding accommodation bookings and operational efficiencies. Work is reviewed in terms of achievement of revenue and efficiency of services provided.
SUPERVISION RECEIVED	Works under broad policies and guidelines to meet specific goals.
SUPERVISION EXERCISED	Manages staff directly and indirectly through subordinates.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.