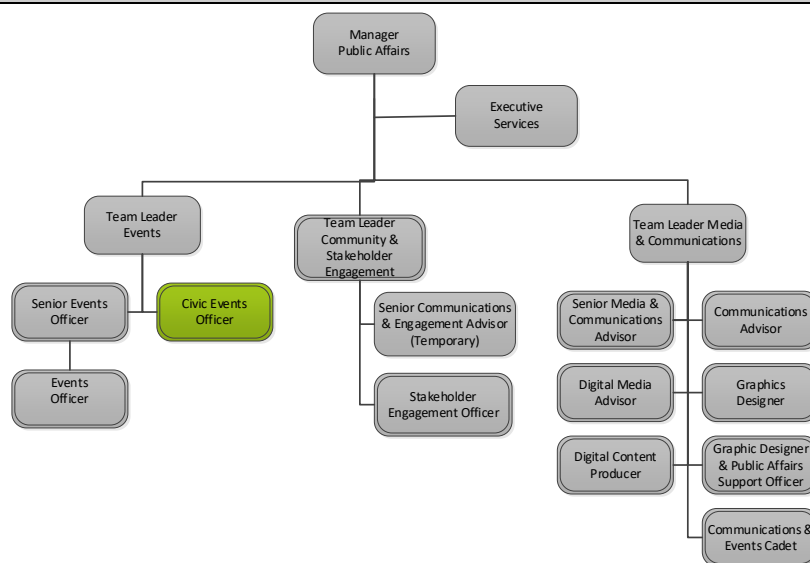


POSITION DESCRIPTION

Position Title	Civic Events Officer
Position Number	22187
Division/Directorate	Sport, Community & Activation
Branch	Public Affairs
Grade	14
Band and Level	Band 3 / Level 2
Special Requirements	Drivers Licence Ability to work flexible hours including nights and weekends as required.
Physical and Environmental Demands	Manual Handling
Reports To	Team Leader Events
Authorities	As detailed within the Delegations Register as delegated by the General Manager
Key Direction/s	Welcoming – Embracing our vibrant and diverse community. Leading – A successful advocate for our people and places.
Reporting Structure	



Position Purpose
To ensure Council's public image is enhanced and maintained positively through the delivery of high quality civic and corporate events.
Key Result Areas
<p>Lead Change – Support, promote and champion change, as well as assist others to engage with change.</p> <p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p> <p>Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.</p>
Key Duties & Responsibilities
<p>Events</p> <ul style="list-style-type: none"> • Initiate, plan and coordinate all aspects associated with Council community events including the set up and pack down of same. • Providing information for civic events and associated matters internally and externally • Assist the Team Leader Events to provide support and advice to the Mayor, Councillors, Manager Public Affairs and Council staff in the conduct of civic events • Assist the Team Leader Events to plan, implement and provide regular reports on civic events and functions such as citizenship ceremonies, flag-raising and civic reception • Coordinate visits from community groups, schools, civic and business delegations in line with Council's guidelines • Ensure that the appropriate civic ceremonial and protocol requirements are adhered to in the conduct of civic events • Coordinate the VIP and civic events components of Council's major events • Maintain a high level of corporate gifts and materials for civic event guests • Coordination of risk management strategies for all civic event operations • Address clubs, organisations and official guests as required • Provide regular updates to the Manager, Team Leader and other relevant staff as required • Prepare reports, proposals and budgets for civic events • Attend all Council Civic events as required including weekends and afterhours. • Liaise with and provide event expertise to external stakeholders organising events • Provide assistance in the organisation of Council's Community Events • Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council

Customer service

- Provide support to the branch as required
- Ensure services and communication with internal and external customers is of a high standard.

Corporate Core Values

- Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment and Customer Focus.

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential and Desirable Criteria

Essential

- Relevant qualifications and/or extensive experience in a civic or corporate event role
- Previous experience in organising functions and civic events including the preparation and administration of budgets
- Experience working with VIP's and official delegates
- Highly developed written, verbal and communication skills
- Demonstrated experience in visual displays, marketing strategies and online communications
- Ability to operate in a team environment both as a leader and participant
- Demonstrated ability to apply EOO, WHS and ethical practice principles and to act with probity at all times

Desirable <ul style="list-style-type: none"> • Proficiency in Adobe InDesign, Photoshop or other desktop publishing or design programs. • Knowledge of government protocol, policies and procedures. 	
Prepared By	Manager Public Affairs
Date Prepared	April 2025
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	