

POSITION DESCRIPTION

Position Title	Events Assistant (Casual)
Position Number	22131
Division/Directorate	Sport, Community & Activation
Branch	Public Affairs
Grade	2
Special Requirements	Drivers Licence Ability to work flexible hours including nights and weekends as required.
Physical and Environmental Demands	Manual Handling
Authorities	As detailed with the Delegations Register as delegated by the General Manager
Reports To	Team Leader Events
Key Direction/s	Welcoming – Embracing our vibrant and diverse community. Leading a successful advocate for our people and places.
Position Purpose	
To assist in ensuring Council's public image is enhanced and maintained positively through the delivery of high-quality community events.	
Corporate Key Result Areas	
<ul style="list-style-type: none"> • Inspire Direction – Communicate Goals Priorities and Vision and recognise achievements. • Lead Change – Support, promote and champion change, as well as assist others to engage with change. • Customer Service – Create a customer centric service environment and reward service excellence. • Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances. • Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes. • Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change. 	

- Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.
- Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives

Key Duties & Responsibilities

Events

- Assist with the planning and execution of Council's community events including the set up and pack down of same.
- Assist in promoting a high level of public display and event information including the design of promotional material.
- Work cohesively with event volunteers and community groups to deliver events.
- Ensure all event related legislative requirements are adhered to.
- Understanding of risk management strategies for event operations.
- Support the Team Leader Events and Senior Events Officer on event days and for setting up of event spaces.
- Attend all Council events as required including weekends and afterhours.
- Provide assistance in the running of Council's Civic 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, Customer Focus and Safety.

WHS Responsibility

- Implement, monitor and, or comply with Council's 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

- Experience in an event assistance role.
- Previous experience in running functions and outdoor community events.
- Experience working with community groups, staff and volunteers.
- Strong written, verbal and communication skills.
- Ability to operate in a team environment both as a leader and participant.
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

Desirable

- Knowledge of government protocol, policies and procedures.

Prepared By

Manager Public Affairs

Date Prepared

February 2024

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.

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.

Employee Name:

Employee Signature:

Date: