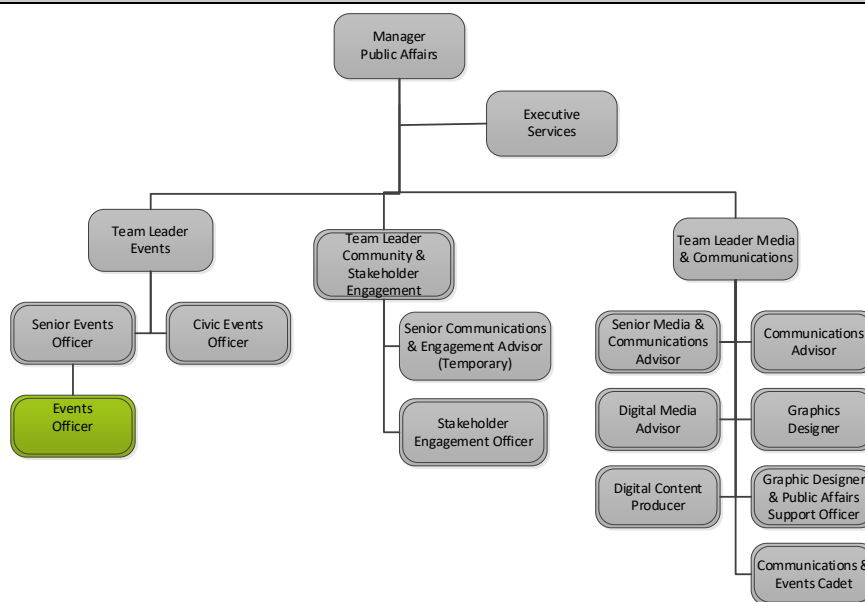


## POSITION DESCRIPTION

<b>Position Title</b>	Events Officer
<b>Position Number</b>	22170
<b>Division/Directorate</b>	Sport, Community & Activation
<b>Branch</b>	Public Affairs
<b>Grade</b>	14
<b>Band and Level</b>	Band 3 / Level 2
<b>Special Requirements</b>	Drivers Licence Ability to work flexible hours including nights and weekends as required.
<b>Physical and Environmental Demands</b>	Manual Handling
<b>Reports To</b>	Senior Events Officer
<b>Authorities</b>	As detailed within the Delegations Register as delegated by the General Manager
<b>Key Direction/s</b>	Welcoming – Embracing our vibrant and diverse community

### Reporting Structure



<b>Position Purpose</b>
To ensure Council's public image is enhanced and maintained positively through the delivery of high quality community events.
<b>Key Result Areas</b>
<ul style="list-style-type: none"> <li>• Lead Change – Support, promote and champion change, as well as assist others to engage with change.</li> <li>• Customer Service – Create a customer centric service environment and reward service excellence.</li> <li>• Planning &amp; Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</li> <li>• Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</li> <li>• Display Resilience &amp; Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.</li> <li>• Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</li> <li>• Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.</li> </ul>
<b>Key Duties &amp; Responsibilities</b>
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Initiate, plan and coordinate all aspects associated with Council community events including the set up and pack down of same.</li> <li>• Develop, deliver and evaluate a comprehensive annual program of Council and community events.</li> <li>• Liaise with and provide event management expertise to staff/ stakeholders organising events.</li> <li>• Maintain a high level of public display and event information including the design of promotional material.</li> <li>• Provide input into and manage event budgets.</li> <li>• Work cohesively with and coordinate volunteers and community groups to deliver events.</li> <li>• Coordinate sustainable events in accordance with Council's policies and procedures.</li> <li>• Ensure all legislative requirements are in place and adhered to.</li> <li>• Coordination of risk management strategies for all event operations.</li> <li>• Address clubs, organisations and groups within the community as required.</li> <li>• Provide regular updates to the Manager, Team Leader and other relevant staff as required.</li> <li>• Prepare reports, proposals and correspondence on events.</li> <li>• Attend all Council events as required including weekends and after hours.</li> <li>• Ensure appropriate advertising of all Council events, including website.</li> <li>• Provide assistance in the organisation of Council's Civic Events.</li> <li>• Provide assistance in the management of external events.</li> <li>• 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.</li> </ul>

**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, Safety 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 an event management role.
- Previous experience in organising functions and outdoor community events including the preparation and administration of budgets.
- Experience working with community groups and coordinating staff and volunteers.
- 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 EEO, WHS and ethical practice principles and to act with probity at all times.

<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Proficiency in Adobe InDesign, Photoshop or other desktop publishing or design programs.</li> <li>• Knowledge of government protocol, policies and procedures.</li> </ul>	
<b>Prepared By</b>	Manager Public Affairs
<b>Date Prepared</b>	March 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>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	