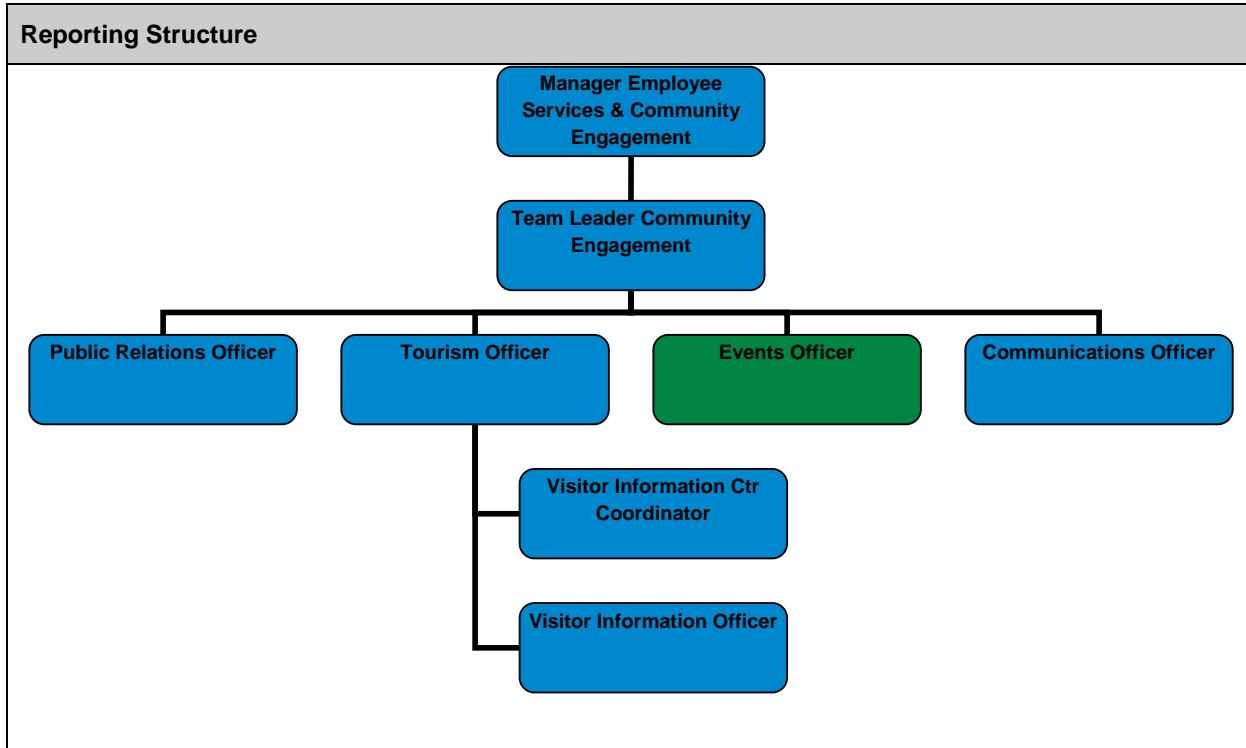


# Position Description

<b>Position Title</b>	Events Officer
<b>Position Number</b>	22170
<b>Division</b>	Customer & Corporate Services
<b>Branch</b>	Employee Services & Community Engagement
<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>Authorities</b>	As applicable and as delegated by the General Manager

<b>Key Direction/s</b>	Strong Local Leadership
<b>Local Service/s</b>	Community Information



<b>Position Purpose</b>
To ensure Council's public image is enhanced and maintained positively through the delivery of high quality community and civic events.



## Key Result Areas

- **Events**
- **Customer service**
- **Corporate Core Values**

## Key Duties & Responsibilities

### Events

- Initiate, plan and coordinate Council's major civic and community events.
- Develop, deliver and evaluate a comprehensive annual program of Council and community events, including the coordination of the set-up and pack down of events.
- Liaise with and provide event management expertise to other staff organising community events.
- Maintain a high level of public display and information material relating to events, including designing information for events.
- Prepare promotional material for events.
- Provide input into and manage event budgets.
- Work cohesively with and coordinate volunteers and community groups to deliver events.
- Coordinate sustainable events in accordance with Councils policies and procedures.
- Ensure legislation requirements such as Development Applications and WHS are complied with.
- Coordination of risk management for all event operations and strategies.
- Address clubs, organisations and groups within the community as required.
- Provide advice to the Public Relations Officer and other officers as appropriate regarding events.
- Prepare reports, proposals and correspondence on events
- Attend all Council events
- Ensure appropriate advertising of all Council events, including website

### Customer service

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

### Corporate Core Values

- Continuously display Councils corporate core values of Leadership, innovation, partnership, commitment and customer focus.



## Essential and Desirable Criteria

### Essential

- Relevant qualifications and/or extensive experience in an appropriate field.
- Previous experience in organising functions and outdoor community events including the preparation and administration of event budgets.
- Experience working with community groups and coordinating staff and volunteers.
- Highly developed written and verbal communication and organisational skills.
- Previous experience in the development and coordination of publications and online communications
- Proficient in Microsoft programs.
- Proven experience and knowledge of visual displays, marketing strategies, media and the entertainment industry.
- Ability to operate in a team environment both as a leader and participant.
- Ability to establish and maintain good relationships with all major Council stakeholders.
- Ability to use initiative and project manage programs.
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times.

### Desirable

- Proficiency in Adobe InDesign, Photoshop or other desktop publishing or design programs.
- Knowledge of local government policies and practices.

### WHS Responsibility

Act in accordance with WHS legislation and Council workplace health and safety policies at all times

### Prepared By

Manager, Employee Services & Community Engagement

### Date Prepared

January 2012

