



DEVONPORT CITY COUNCIL POSITION DESCRIPTION

Position Title:	Events Administration Officer		
Department:	Community Services	Classification:	MOA2
Section:	Events	Incumbent:	Vacant
Location:	City Offices	Status:	Full-time

A. PURPOSE OF THE POSITION

The position assists with administrative support for the events area and monitors digital and social media for Council.

This position will also assist in the planning, coordination and delivery of community and cultural events for the City.

B. PRINCIPAL ACCOUNTABILITIES

Accountability	Measures
Develop, initiate, coordinate and review Council Events Strategy	<ul style="list-style-type: none"> Initiate, develop and coordinate Council events Ensure Council driven events have high community and business participation and help build economic tourism and cultural capacity Planning assistance and advice is provided to community groups and other areas of Council to ensure success of external events Ensure media, promotion and marketing is developed in accordance with Council's Media Policy
Maintain, develop and foster cultural/community capacity	<ul style="list-style-type: none"> Identify, develop and enhance community involvement and participation to ensure events reflect diverse target groups Establish and maintain constructive relationships with external event organisers and/or facilitators at a local, regional and State level Planning assistance and advice is provided to community groups and other areas of Council to ensure success of externally organised events
An integrated approach to events, promotion and marketing is fostered to ensure a high level of efficiency and effective use of available resources	<ul style="list-style-type: none"> Effectively manage internal and external relationships to maximise outcomes achieved from the staging of events Quality promotion of Council in all aspects of the role
Assist with the coordination, implementation and monitoring of the events budget	<ul style="list-style-type: none"> Events are developed and executed in line with Council's strategic goals, and operational budgets

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	<ul style="list-style-type: none"> • Investigate avenues of additional resources (sponsorship, in kind contribution, funding) which add value to events
<p>Responsible for managing the implementation and compliance of Events Risk Management, legislation, policy, procedures and systems relevant to the events department</p>	<ul style="list-style-type: none"> • Delivery of services is provided in accordance with contractual and legislative requirements • Policies, procedures and practices relevant to the department are implemented and improved to maintain a high level of customer service to clients • Assist in the development of risk management plans and implementation for all events • Relevant actions from CMP audit implemented within require timeframes • Reports are prepared on potential hazards/risks or breaches • Require changes identified and implemented in system and workplace with appropriate training and support
<p>Deliver customer focused services</p>	<ul style="list-style-type: none"> • Strong links developed with internal and external stakeholders to ensure timely provision of information • Ensure that customers are provided with necessary, relevant, timely and accurate information at all times • Provide assistance to Media and Communications as required
<p>Comply with Health and Safety requirements & Council policies</p>	<ul style="list-style-type: none"> • Comply with all Health and Safety legislation • Ensure Health and Safety information is provided to the broader community as part of event planning • While at work, a worker must; <ul style="list-style-type: none"> ➤ take reasonable care for his or her own health and safety; and ➤ take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and ➤ comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and ➤ cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. • Avoid, eliminate or minimize hazards within your control, and immediately report • Attend and actively participate in training programs provided in the interests of Health and Safety • Ensure accidents and near misses are

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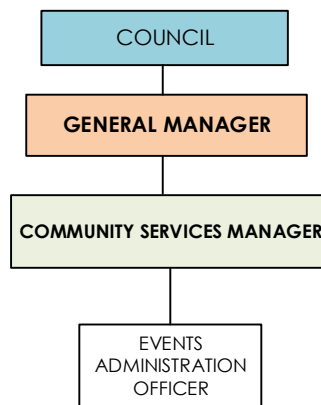
Accountability	Measures
	reported as soon as reasonably practicable <ul style="list-style-type: none"> • Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework including Fraud Control Measures.

C. REPORTING RELATIONSHIPS

Reporting relationships

The position reports to the Community Services Manager.

The following chart illustrates the reporting relationships of the position within the Community Services Department.



Challenges

The incumbent will be expected to adopt a flexible approach to work requirements and undertake new or alternative duties as required. A professional image of the Council must be projected in all dealings and at all times.

The position involves significant liaison across all areas and levels of the organisation. The incumbent will need to utilise excellent interpersonal skills and diplomacy to ensure positive and productive relationships are established and maintained.

Confidentiality and confidence in and of Council officers must be maintained.

Effective delivery of support will require the ability to anticipate required actions and resolve matters without being specifically requested to, using appropriate judgement and initiative.

Consistent application of tact, excellent communication, time management and organisational skills and abilities will be required.

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D. CODE OF CONDUCT

Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace.

Council's code of conduct for employees details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.

E. KEY COMMUNICATIONS

Internal

The position will require regular contact with the General Manager, other senior managers, staff and elected members. Effective and timely communication will be an important aspect of the position.

External

The position will require a high level of communications with Council's external customers and business partners. The position will need to deal with enquiries and complaints in a professional and timely manner. A high standard of confidence and care must be maintained at all times.

F. REQUIRED PERSONAL ATTRIBUTES

The incumbent is expected to possess and consistently display the following personal attributes.

Ethics, values & integrity – Maintain high standards of ethics and integrity, inspire trust and confidence, treat all contacts equitably and fairly, and observe all Council policies and procedures.

Commitment and enthusiasm – Ensure enthusiasm and commitment to sustained effort through diligence and pursuit of high standards and their promotion to others. Be aware of best practice in relevant work areas and identify and undertake appropriate continued personal and professional development.

Initiative and innovation – Proactively utilise initiative, innovation and a commitment to continuous improvement to ensure the relevance and optimum effectiveness and efficiency of Council operations and service delivery. Anticipate potential problems and take appropriate actions to eliminate or manage their impact.

Working with others – Respect others and throughout the conduct of Council business actively support and provide coaching and assistance to fellow staff. Recognise and value the diversity of those in the workplace, and the impact of your actions and the examples you set for others. Ensure appropriate proactive communication is undertaken and respect the importance of keeping all relevant parties informed.

Professional & confident demeanour – Consistently project a professional, confident, controlled and customer focused attitude and demeanour.

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G. SELECTION CRITERIA

The following criteria are provided to assist in the identification of a potential incumbent's skills, knowledge and experience required for competent performance in the position.

Essential Criteria

- Cert III in Business Administration, or relevant experience in events management
- Demonstrated advanced communication skills, including excellent customer service and the ability to prepare correspondence and present information
- Demonstrated high level of initiative, with the ability to work independently and as a member of a team, in a reliable and professional manner and the ability to resolve complex and confidential issues
- Demonstrated advanced negotiation skills preferably in dealing with community organisations
- Sound organisational and planning skills, including the ability to manage multiple tasks, plan and prioritise workloads, balance competing priorities and meet deadlines
- Demonstrated use of computers and other technology including social media, websites and Adobe In-Design
- National Police Check
- Evidence of current Drivers Licence
- Working with Vulnerable People (Children) Check

Desirable Criteria

- Experience with records software
- Previous experience in coordinating community-based events and activities
- Understanding of community development principles
- An understanding of the scope of community services within the context of local government

OFFICE USE ONLY

Authorisation	Approved by General Manager 09/04/2019
Evaluation	Assessed August 2015
Review	Reviewed by Community Services Manager 09/04/2019