



CITY OF  
TEA TREE GULLY  
*Naturally Better*

# Position description

## Events Officer

Position	Reporting relationships	Other key relationships
Events Officer	Senior Events Officer	Elected Members Departmental Managers and other relevant staff Community members Sponsors External project stakeholders Suppliers and vendors Peers from other councils

### Position overview

Reporting to the Senior Events Officer, the Events Officer supports the delivery of Council's Events and Activation program, which includes the planning, implementation and evaluation of major, activation and other events. This position plays a key role in the facilitation of Council's Event Sponsorship Program, Event Attraction Program and Citizenship Ceremonies as well as the provision of event support and advice to internal stakeholders. Key to this position, will be meeting the strategic and creative direction set for each event as well as the expected timeframes and financial outcomes.

## Key outcomes

### Responsibilities:

- Assist with the development and theming of the Events and Activation program, including all activation, attraction and sponsorship events.
- As directed, deliver the operational requirements of the Events and Activation program, including all activation, attraction and sponsorship events.
- As directed, provide advice and support for other organisational events.
- Deliver Council's Citizenship Ceremonies in a well-coordinated and professional manner.
- Ensure Citizenship Ceremony processes are streamlined and recommendations for continuous improvement are made.
- Assist with the delivery of the Events and Activation program marketing and communications plans.
- Deliver other events, as assigned, including Official Events.
- Supervise and direct event contractors and suppliers, staff and volunteers at major, activation and other events as directed.
- Deliver all events and allocated duties in a timely, cost effective and well-coordinated manner.
- Assist with the delivery of the contractual obligations of the Event Sponsorship, Partnership and Attraction programs.
- Assist with reporting event outcomes against Council's strategic and business objectives and community expectations.
- Identify and support event specific risk, WHS and COVID plans for Council's Events and Activation program.
- Track and maintain event infrastructure and assets to ensure they remain operational.
- Provide operational support to the communications and digital functions and undertake any other tasks as directed.
- Ensure relevant policies and procedures are adhered to.
- Manage records in accordance with organisational Records Management procedures and practices.
- Demonstrate our Values and behaviours.
- Work collaboratively with others to deliver services and to identify improvements to work practices and procedures.
- Comply with all relevant organisational codes, policies, procedures, guidelines and standards, and with the requirements of the Equal Opportunity Act 1984, Disability Discrimination Act 1992 (as amended) and all other associated legislation, including the Local Government Act.
- Report all risks identified in the course of undertaking the duties relevant to this position.

### Contributes to and supports:

- Improved services through participating in regular audits and reviews of team activities and services, and implementing any audit/review recommendations.
- Implementation of team performance measures and reporting on those measures, and participating in any improvements based on those measures.

## Work health, safety and wellbeing

- Contribute to a culture where everyone places safety first.
- Identify and report health and safety risks, accidents, incidents, injuries and property damage at the workplace.

- Take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment that is provided to protect their health and safety.
- Follow reasonable instructions given on health & safety and injury management.
- Comply with health and safety and injury management policies and procedures and actively participate in associated training and programs.

### Special conditions

This position requires out-of-hours work in the evening and on weekends

#### **Criminal History Assessment**

The following check will be required for this role:

DHS Working with Children Check or DCSI Child Related Employment Screening

### Qualifications (or demonstrated equivalent experience) – (E) denotes essential qualifications

- Tertiary qualifications in Events Management, Marketing, Business, Communications or other relevant studies. (Desirable)

### Skills/capabilities

- Innovative and practical approach to problem solving and negotiation.
- The ability to plan, prioritise tasks and meet competing deadlines.
- Initiative and ability to work with minimum supervision.
- Demonstrated high level of personal integrity and ethics.

### Experience – (E) denotes essential experience

Demonstrates experience in:

- Event management (E)
- Project planning, implementation and evaluation (E)
- General marketing planning and production of materials
- Contract management
- Online communications and social media

### Knowledge – (E) denotes essential knowledge

- Preparation and management of budgets

## Organisational core competencies

- **Digital literacy** – ability to use the essential technology, devices and systems required for the role, or ability and willingness to learn this.
- **Communication**– Verbal: expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.  
Written: expressing ideas clearly in documents that have written organisation, structure, grammar, language and terminology adjusted to the needs and characteristics of the audience.
- **Customer service** – ability to demonstrate a high level of customer care by providing professional, helpful, high quality service, before, during and after the customer’s requirements are addressed.
- **Resilience** – the ability to bounce back when faced with challenging circumstances or when things don’t go as planned.