

POSITION SUMMARY

EVENTS TEAM LEADER (617)

Directorate	Corporate Services & Finance
Section	Events
Classification	Band 3, Level 1, Grade 8
Position Status	Permanent Full Time
Commencing Salary Range	\$1,561.38 - \$1,640.42 per week
Reports to	Manager Events
Direct Reports	Three (3) positions
Work Location	Civic Centre

Position Purpose

- To facilitate and oversee successful development of Council events
- This position provides leadership and direction to the Events team who are responsible for creating, implementing and project managing a range of Council events.
- To directly supervise event staff, facilitate interaction and support staff across all areas of work
- To proactively strengthen relationships between stakeholders and community groups to benefit residents and events

Key Responsibilities

- Coordinate and deliver Council's annual event program
- Support the Manager Events to plan, deliver and evaluate Council's annual event calendar
- Monitor and evaluate event budgets
- Ensure all legislative requirements are in place and adhered to for Council organised events
- Manage site builds from bump it to bump out
- Manage Work Health and Safety across the planning and delivery of events
- Build and maintain strong networks and relationships across all event stakeholders
- Lead and motivate the events team to achieve success
- Coordinate operations, logistics and marketing staff to successfully deliver an event
- Build and maintain strong networks and relationships with community groups and organisations
- Successful coordination and delivery of Councils events within tight and often competing deadlines

Selection Criteria

Essential

- Tertiary qualifications in marketing, Public Relations, communications, events or relevant work experience for minimum 3 years
- Demonstrated experience and ability to research, draft and implement relevant event and marketing plans
- Experience in staff management and leadership, including the ability to develop teamwork across the events section
- Well-developed interpersonal skills and ability to communicate to a diverse range of internal and external stakeholders
- Ability to work under pressure and successfully deliver results under tight deadlines
- Strong communication skills including conflict resolution and negotiation
- Strong problem-solving skills and ability to find solutions
- Commitment and motivation to achieve goals
- Dedicated to excellent customer service
- Demonstrated experience in monitoring and evaluating event and marketing campaigns and recommending change
- Knowledge of relevant legislation and policies relevant to the event sector
- Comprehensive WHS knowledge of risk management and procedures
- Current Class C drivers' licence

Desirable

- WHS General Induction Construction (White Card)
- Basic knowledge of the Bathurst Community

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week
- Hours of work are 8.30am to 4.45pm Monday to Friday
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 10.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.