

Position Title:	Tourism and Events Officer
Position Status:	Permanent, full - time
Department:	Community Development, Tourism & Regional Prosperity
Location:	Normanton
Award Classification / Level:	LGO Level 3
Hours of Duty:	37.5 hrs per week
Award & Enterprise Agreement:	Qld Local Government Industry Award (Stream A) & Carpentaria Shire Administrative Agreement 2013
Reporting Directly to:	Community Development Coordinator
Number of Direct Reports:	Nil

Primary Objectives of the Position

This position provides high level administrative support to the Director Community Development, Tourism & Regional Prosperity, through the Community Development Coordinator in the coordination and preparation of civic, community and in-house events. This position requires some out of business hours, weekend and public holiday work.

Key Duties & Responsibilities

Duties and responsibilities include but are not limited to:

- Assisting in the coordination and preparation of regular and one-off community events and tourism and event promotion, such as;
 - Outback By The Sea Festival
 - Australia Day, ANZAC and Remembrance Day Service
 - Clean Up Australia Day activities
 - Walk for Daniel Day activities
 - Seniors Christmas luncheon
 - Regional Arts Development Fund projects
 - Gala Ball
 - Youth Activities
 - Facilitating community donations and support
 - Tourism and event promotion
 - Facilitating community consultative meetings
 - Any other events directed by Council.
- Developing and writing task sheets, letters, presentations, posters, advertisements, and brochures;
- Prioritise projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals;
- Providing a high level of administrative support to the Director Community Development, Tourism & Regional Prosperity and the Community Development Coordinator;
- Coordinating pre-event meetings which involves tasks such as preparing the agenda and taking the minutes;
- Ensuring communication with the community is customer focused and in alignment with Council's Communication Strategy;
Assisting the Director of Community Development, Tourism & Regional Prosperity at business and tourism events and meetings;
- Other duties and tasks deemed within accountability, skill, and qualification levels.

Consideration of Your Application Will Be Based on the Following Skills, Knowledge & Qualifications

Qualifications/Licenses

- Certificate in Business Administration, Event Management or similar or significant experience in administration or promotional work.
- Current manual driver's licence.
- Current Working with Children Blue Card or the ability to obtain one prior to commencing employment.

Skills and Knowledge

- Knowledge or an ability to quickly grasp an understanding of tourism and visitor information requirements for Carpentaria Shire.
- An ability to use initiative and work autonomously.
- Excellent writing, analytical and research skills.
- Ability to craft funding proposals in a clear and compelling manner.
- Excellent communication and customer service skills with an ability to liaise with members of the community, government agencies and non-government agencies.
- High level computer skills with an intermediate to high level of competency in graphics software such as Microsoft Publisher.
- Sound time management and organisational skills and an ability to multi-task.

Information Management

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. Regarding personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

Physical Requirements

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position. The position requires the physical capability to perform manual tasks such as lifting, bending, twisting, pushing, squatting, reaching and stretching.

Other Requirements

- This position operates from Council's Administration Building in Normanton, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be prepared to:
 - work flexible hours to meet the requirements of the position
 - participate in training to maintain or enhance skillset

Fraud Management

- Council has zero tolerance towards fraudulent and corrupt conduct and is committed to the prevention and detection of these activities, and to high standards when dealing with breaches and wrongdoing.

Records Management

- Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Carpentaria Shire Council Records Management Policy and associated procedures.

Workplace Health & Safety and Equal Employment Opportunity Requirements

Work Health and Safety (WHS)

- Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm
- Actively participate in WHS inductions and training
- Participate in the development of safe work method statements and risk assessments with your supervisor when required
- Wear personal protective equipment (PPE) in the prescribed manner and when required
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including telecommunication devices
- Report all hazards, near misses and damage to Council's property to the responsible Supervisor.

Injury Management

- Report all injuries or illnesses to the responsible Supervisor immediately
- If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

Equal Employment Opportunity (EEO)

- Recognise the skills and talents of other staff members
 - Treat people fairly
 - Act to prevent bullying, harassment and discrimination against others in your workplace
 - Respect differences among your colleagues and customers such as cultural and social diversity.
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