

## Position Description

<b>Position title:</b>	<b>Events Officer</b>
<b>Directorate:</b>	Strategy and Engagement
<b>Service Unit:</b>	Major Events and Corporate Affairs
<b>Reports to:</b>	Program Manager City Events
<b>Direct reports:</b>	Nil
<b>Salary point:</b>	SP9
<b>Work location:</b>	City Administration Centre, 12 Stewart Avenue, Newcastle West
<b>Date revised:</b>	October 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Major Events and Corporate Affairs

Major Events and Corporate Affairs delivers a vibrant city through flagship events and destination marketing, while building our community relationships through engagement and communications.

The Unit delivers strategic communications for the organisation encompassing internal and external communications, branding and design.

A specific focus is whole-of-organisation communication and promotion. We continually enhance and evolve CN's community engagement activities to increase community involvement in decision-making.

### What's the focus of this position?

The primary focus of this position is to administer the end to end event approval process of low and medium impact events on CN road reserve, park reserve and beach reserve including; Event Bookings; Event Assessment (Levels 1-4); Event Authorisation (Licence); Invoice and Internal Transfers; Data Collection.

**What you'll be doing:**

- Assist in all stages of the approval process of high impact events on CN road reserve, park reserve, and beach reserve, as required to allow for the delivery of high impact event licences.
- Administer CN's events resources including traffic control equipment; marquees; tables; waste service requests; event storage facility; flag poles and banner poles; CN access keys; operational budgets; and other events team resources.
- Support the coordination with internal stakeholders to ensure the ongoing performance of City assets utilised for events, and to ensure events are delivered with consideration of overall City operations.
- Provide administrative and operational support to the Events team including communication responses; public consultations; stakeholder meetings; development of digital content; application forms and templates; and revising operational process.
- Provide support in the project management, procurement and coordination of CN run and partnered events, as well as liaison with expression of interest for external event operators.
- Any other accountabilities or duties as directed by the Manager which are within the employee's skill, competence and training.

**The essentials you'll need:**

- Relevant qualifications in administrative support, statutory licencing, or equivalent relevant experience.
- Highly developed computer literacy including Microsoft Office and experience in the use of electronic documentation management systems, financial systems, and events database management, bookings and reports.
- Experience in the assessment and licencing of events on road reserve, park reserve and beach reserve against local government policy and relevant state legislation.
- Demonstrated ability to operate within defined budgets and timeframes to meet operational and financial targets, to work productively as a member of a team to achieve work targets and objectives effectively and efficiently, and to communicate effectively with internal and external customers and negotiate positive outcomes.
- Be willing and able to work in a dynamic and fluid environment with the flexibility to work outside regular business hours during the evening and on weekends.

**Other valuable skills you may have:**

- Experience in Local, State or Federal Government Events Sector.
- Experience in undertaking risk assessments and/or knowledge of risk assessment procedures.
- Web content management system knowledge.
- Current C Class drivers' licence.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	