

POSITION DETAILS			
Position Title:	Coordinator Major Festivals and Events	Position Grade:	11
Department / Group:	Community Services / City Life	Position Status / Hours per Week:	Permanent / 35 hours

PRIMARY PURPOSE OF THE POSITION

Reporting to the Team Leader Major Festivals and Events the Coordinator Major Festivals and Events provides assistance to achieve Council's strategic community goals through the delivery of the City of Ryde Festivals and Events Program. This position also supports the delivery of the City of Ryde Events Plan 2023.

As the Coordinator Major Festivals and Events, you should be well-organised and a strategic thinker to support the team to deliver Council's strategic outcomes. Excellent communication and attention to detail skills are vital in this role. You will work alongside the Civic and Community Events Team to deliver a wide range of Council events and community-led events.

Strong project management skills are required to coordinate the delivery of Council's annual events program. This position also operates in a consulting role for Council staff and community members, providing advice and strategies to ensure the success and safe delivery of events.

The primary purpose of the role is to:

- Assist the Team Leader Major Festivals and Events in the planning, delivery and evaluation of Council annual festivals and events program.
- Assist with the operational delivery of the City of Ryde's program of events including, but not limited to, the Granny Smith Festival, Australia Day Celebrations, Cork and Fork, Lunar New Year, Christmas Celebrations, New Years Eve Fireworks, West Ryde Easter Fair and the Cinema in the Park Program.
- Attend Council festivals and events and provide on-site support of the event operations including with all event set-up and bump out.
- Coordinate and liaise with event contractors providing equipment and services for Council's events.
- Provide input into the strategic development and planning of Council's program of events aligned to the strategic directions of the Events Plan 2023.
- Support the Civic and Community Events Team to assist community event organisers with safely operating a community event on Council land, ensuring they adhere to all safety procedures and Council policies.
- Liaise with community event organiser's and assist them to safely operate a community event on council land, ensuring they adhere to all safety procedures and Council Policies
- Liaise with internal stakeholders within the Council to ensure the successful delivery of Council's events including Governance, Waste, Finance, Traffic, Operations, Community Services, IT, Library Services.
- Liaise with Council's marketing, communications, and design staff to ensure the successful marketing of Council's program of events.
- Support the Team Leader Festivals and events to facilitate meetings for committee, sub-committee, working groups and task forces providing advice on Council events.
- Carry out other duties as requested that are consistent with the skills, experience and training of the incumbent.

SELECTION CRITERIA

Education / Qualifications

- A recognised tertiary qualification in events, or a minimum of 3 years, relevant work experience in event planning, delivery, and evaluation.
- Current Class C Drivers licence.

Note: This is a child-related position and a current Working With Children Check is mandatory.

Experience/Specific skills

- Demonstrated relevant experience in the development, implementation and evaluation of events that lead to successful social and/or cultural outcomes.
- Demonstrated experience in all aspects of event planning, management, and delivery, including event infrastructure procurement and management.
- Excellent time management skills including working to deadlines, and attention to detail at all times.
- Thorough written and oral communication to engage effectively with a range of diverse stakeholders.
- Exceptional relationship building skills and a collaborative mindset to foster partnerships and maintain cooperative working relationships within Council and the community.

Personal Attributes

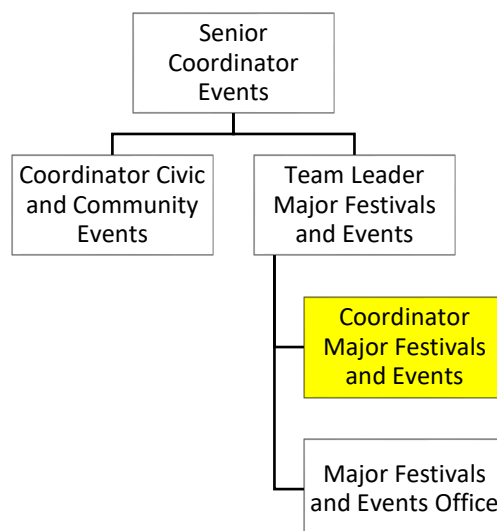
- Strong customer service focus.
- Continuous improvement mind-set.
- Problem solving approach.
- Flexible, responsible, and positive.

Desirable Qualifications, Experience and/or Skills

- Bi-lingual language skills
- Working with Culturally and Linguistically Diverse Communities

Please note: In line with Council's COVID Safe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19.

ORGANISATIONAL CHART



CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;

- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

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

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Health & Safety

We take personal responsibility for our own health, wellbeing and safety. As well as the health, wellbeing and safety of our colleagues and customers.

Excellence

We do the best we can for our customers and embrace innovation in the way we work.

Accountability

We are honest, transparent and act in the best interest of Council and the community.

Respect

We listen, seek to understand, and celebrate the diversity of the people within our organisation and the community.

Teamwork

We work within both our own teams and other teams to successfully achieve council's goals.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the Chief Executive Officer is to be reviewed and signed by the employee on commencement.

Employee's Name	
Employee's Signature:	
Date:	