

POSITION DETAILS

Position Title:	Event Officer	Position Grade:	7
Dept/Directorate:	Communications & Engagement / Customer & Community Services	Position Status / Hours per Week:	35 Hours Permanent

PRIMARY PURPOSE OF THE POSITION

- Assist in the organisation of Council's events program including Granny Smith Festival, Australia Day Celebrations, and Cinema in the Park
- Coordinate Council's Citizenship Ceremony program
- Provide onsite event support to the Senior Coordinator Events and the Coordinator Events
- Adhering to budget allocations
- Procurement of vendor and artists for events
- Engage contractors for events
- Volunteer management for events
- Provide creative ideas for events and research new trends
- Provide administration support for Council's events team to include minute taking, organisation of meeting schedules, administration of databases, processing invoices and payments and other administrative duties as required
- Carry out other duties as required consistent with the skills, qualifications and training of the incumbent

SELECTION CRITERIA

Education / Qualifications

- A recognised tertiary qualification in events/public relations and/or marketing, or have significant, relevant work experience

Experience/Specific skills

- Demonstrated experience in events coordination
- Experience in the provision of support services in an office environment
- Excellent written and verbal communication skills
- Excellent organisational and time management skills
- Ability to project plan
- Well-developed word processing skills and experience with Microsoft Office programs

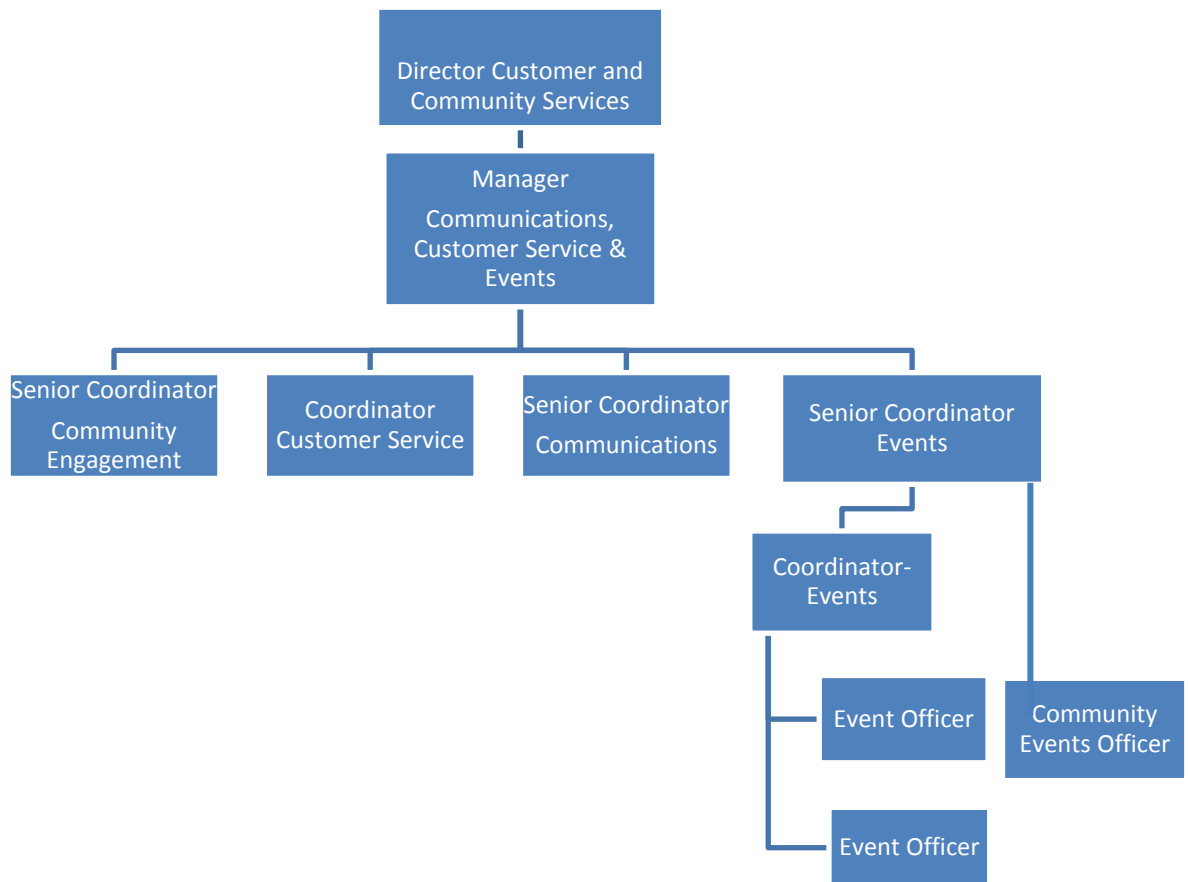
Desirable Qualifications, Experience and/or Skills

- Experience working with Finance software programs
- Experience in working with event management software
- Experience in working with community groups
- Class C Drivers Licence
- Bilingual language skills

Personal Attributes

- High level of professionalism
- Ability to work with minimal supervision
- Available to attend events outside of standard working hours

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Communications, Customer Service and Events Group of the organisation.

- Community events delivery service
- Civic events service
- Administrative support service

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 OH&S 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

CORPORATE ACCOUNTABILITIES

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
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
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:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	