

POSITION DESCRIPTION

Position Title:	Showground Operations Coordinator	Position Code:	5-SHOC
Division:	Economic Development and Business	Grade:	G
Location:	Dubbo	Hours/Week:	38
Reports to:	Manager Saleyard and Showgrounds		
No. Direct Reports:	2	No. Indirect Reports	Nil

Primary Purpose of Position

This position is responsible for providing well maintained facilities at the showground for use by commercial and community organisations. This position is also responsible for the professional hosting of National, State and local events and conferences.

This position is responsible for managing facility enquires and bookings, and providing well maintained facilities to commercial and community organisations including National, State and local events and conferences.

This position coordinates with a diverse range of licence, lease and event holders throughout the lead up, conducting of, and post event periods and also oversees the lease arrangement of the Wellington Showground.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Facility Hire and Event Customer Management	<ul style="list-style-type: none"> Effectively manage venue hire (casual and long term) at the Dubbo and Wellington Showgrounds, including all legal, regulatory and contract requirements Liaise with facility users to build positive stakeholder relationships and achieve positive outcomes for the facility, users and Council Act as the key contact for users and negotiations of Event Agreements. Provide showground services and facilities in accordance with signed agreements with event organisers, ensuring all services and facilities are ready and functional prior to the commencement of the event. Interpret customer/client requirements and meet those requirements within policy/procedure framework. Respond to complaints and requests with regards to matters relating to the responsibilities of this position. Oversee customer use of the Showground and address any issues Assist the Manager in marketing and promoting venue hire opportunities.

Key Accountabilities / Duties	
Showground Licence and contract Management	<ul style="list-style-type: none"> Oversee and monitor for compliance Showground Licensees Provide recommendation to the manager on new or renewed licence agreements and facilitate negotiations with customers
Showground operations	<ul style="list-style-type: none"> Oversee staff in the effective maintenance of showground assets including grounds and buildings. Work with the Compliance Officer to implement and maintain compliant operating and safety management systems Manage the calendar of events ensuring effective use of facility in line with available resources and customer needs Event set up and take down, manual handling and erecting of stables, pens and yards Ensure effective operation of multi-use facility and the delivery of events in a safe and effective manor for event customers, Council staff and general public.
Showground Business management	<ul style="list-style-type: none"> Oversee the effective and accurate invoicing of event clients in accordance with Council Policy Support the implementation of adopted Business plan and long term masterplan Review, monitor and report on performance of facility in regards to customer satisfaction and cost of service per event Assist the manager in long term strategic planning with regards to venue suitability and levels of service Assist the Manager Saleyards and Showgrounds in the preparation of budget, including fees and charges. Report to the Manager Saleyards and Showgrounds on any major variations to the budget Purchasing and Procurement of supplies and resources in accordance with Council's procurement policy
Showground Asset management	<ul style="list-style-type: none"> Coordinate and manage the building facilities of the Dubbo and Wellington Showgrounds to ensure all regulatory and/or legislative requirements are met Arrange and coordinate cyclic condition inspections for Showgrounds buildings Coordinate and manage the routine maintenance and repair of the Showgrounds building facilities and services Assist the Manager in coordinating and managing long-term planning of replacement and refurbishment of the Showground assets Assist the Manager in undertaking Risk Management as part of fulfilling Asset Management responsibilities Operate and maintain Assets to maximise useful life and minimise 'whole of life' cost.
Leadership	<ul style="list-style-type: none"> Represent the branch in a professional and ethical manner Provide the communication link from the Manager to your members of staff.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> To provide leadership for the showground staff so as to provide an efficient and effective service, together with promoting a positive image of Council. Act as a member of the Development Corporation Management Team.
Team/People Management	<ul style="list-style-type: none"> Supervise your team and their duties ensuring that individual accountabilities and performance are monitored and achieved. In conjunction with HR policies, make recommendations to the Manager on appointments, promotions and terminations of staff under your control. Ensure that the organisation's policies and procedures are fully understood and adhered to by your team. Ensure appropriate communication to your team to ensure awareness of relevant key issues Foster good team work and high staff morale within the team. Coordinate the work activities of the staff
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> Assist Manager Saleyards and Showgrounds in providing branch input and implementing the following strategic plans & documents; <ul style="list-style-type: none"> Management Plan Business Plan Agreed brief Branch Budget Provide input into corporate plans, reports, programs, and policies as required.

Inherent Requirements of the Position
<ul style="list-style-type: none"> Hep A & B Vaccinations Construction Induction Card Ability to hold Liquor Licence RSA – Responsible Service of Alcohol Ability to obtain LF forklift licence and MR Drivers licence Ability to operate skid steer and obtain internal licencing The position is issued with a Council mobile phone which must be carried at all times Ability to work irregular hours and meet On Call requirements. This position is required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role. This position is required to wear an approved DRC uniform at all times. Willingness to undertake further studies and training as required

Selection Criteria

Essential

1. Diploma in business management, tourism or agriculture or experience commensurate to the qualification.
2. Working knowledge in overseeing building and ground maintenance and safety management systems.
3. Highly developed skills in communication and demonstrated skills in leadership, negotiation and facilitation.
4. Demonstrated competence in Microsoft Office Programs including MS Word, MS Excel, and Outlook.
5. Strong project management experience and the capacity for administrative detail.

Desirable

6. Understanding and experience in the event industry including planning and coordinating major events.
7. Experience demonstrating skills in contract management and total asset management.
8. Experience in business development or customer service roles in the agriculture industry.

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Customer focused:
We are passionate about serving our community and creating a great place to live
- Integrity:
We act with integrity and professionalism and we are accountable to deliver the results we promise
- One team:
We work as one team and partner with others to deliver more than we can achieve alone

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy

Sustainability

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all

	decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: