



INFORMATION PACKAGE

POSITION VACANT

TOURISM EVENTS COORDINATOR

REF NO: ESC500

CLOSING DATE: 4.30PM WEDNESDAY 6 OCTOBER 2021

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Tim Booth on 0418 168 618.



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Tourism Events Coordinator


Position Code	55
Division	Strategy & Sustainable Growth
Location	Council's main administration building, Moruya
Band/Level	Administrative / Technical / Trades Band 3 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To actively research, develop and recommend proposals and plans to attract, nurture and create events in line with Council's strategic objectives.

Main duties and key result areas (KRA)

1. Develop and implement event strategies, plans and policies to grow the visitor economy.
KRA: Event strategies, plans and policies developed and implemented in line with Council's strategic objectives.
2. Acquire and develop major sporting and cultural events to grow the visitor economy and support the development of local events into high profile signature events for the region.
KRA: Suitable events identified and developed in accordance with Council's strategic objectives.
3. Provide support and guidance, as appropriate, to event proponents to maximize the success and return for Council for investment in events and compliance with statutory and policy requirements.
KRA: Appropriate events approved and assisted efficiently with high satisfaction rate from event organisers with ROI's meeting Council's goals.
4. Develop and maintain strategic relationships with event proponents, event governing bodies, event promoters, sponsors and advocates, NSW Government agencies, third party event companies and suppliers and venue owners and managers to ensure Council goals and strategic objectives are met.
KRA: Attend and proactively contribute to relevant meetings, while maintaining professional relationships.
5. Implement strategies to improve the consistency and quality of Tourism event bids and grant applications. Including the consideration of internal Council processes and local service or infrastructure gaps that might prohibit the development of event opportunities.
KRA: Strategies implemented result in quality of bids and applications being improved.
6. Identify, assist and encourage local festival organisers to apply for festival and event funding.
KRA: Event and grant applications are identified and lead to successful submissions.
7. Improve coordination, packaging and marketing of event.
KRA: Improved marketing campaign of tourism events.
8. Work effectively with other areas of Council and external stakeholders to assist in the delivery of broader organisational goals.
KRA: Assistance provided to build team connections, is beneficial and consistent with Council values.

9. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
10. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with

Qualifications/Experience (Selection Criteria)

Essential

1. Qualifications and experience in event management and project management.
2. Ability to work collaboratively internally and with a range of organisations and groups.
3. Team, negotiation and conflict handling skills.
4. Ability to think strategically and with common sense.
5. Highly developed written and verbal communication skills and evidence of networking and sales skills.
6. Ability to deliver agreed outcomes on time, with best practice and minimal exposure to risk.
7. Willingness and ability to follow EEO and diversity principles and practices.
8. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Current Class C Driver's licence.

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE:	Vacant
SUPERVISOR:	Tim Booth, Manager Tourism and Events
DATE:	September 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Tourism Events Coordinator
Reference Number:	ESC500
Grading:	Grade 16 of Council's salary system
Salary Range:	<p>In the range of \$90,886.07 to \$97,334.44 gross per annum comprised of:</p> <ul style="list-style-type: none"> * \$82,623.70 to \$88,485.85 base salary, * \$8,262.37 to \$8,848.59 superannuation (calculated at 10
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 70 hours per fortnight. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.



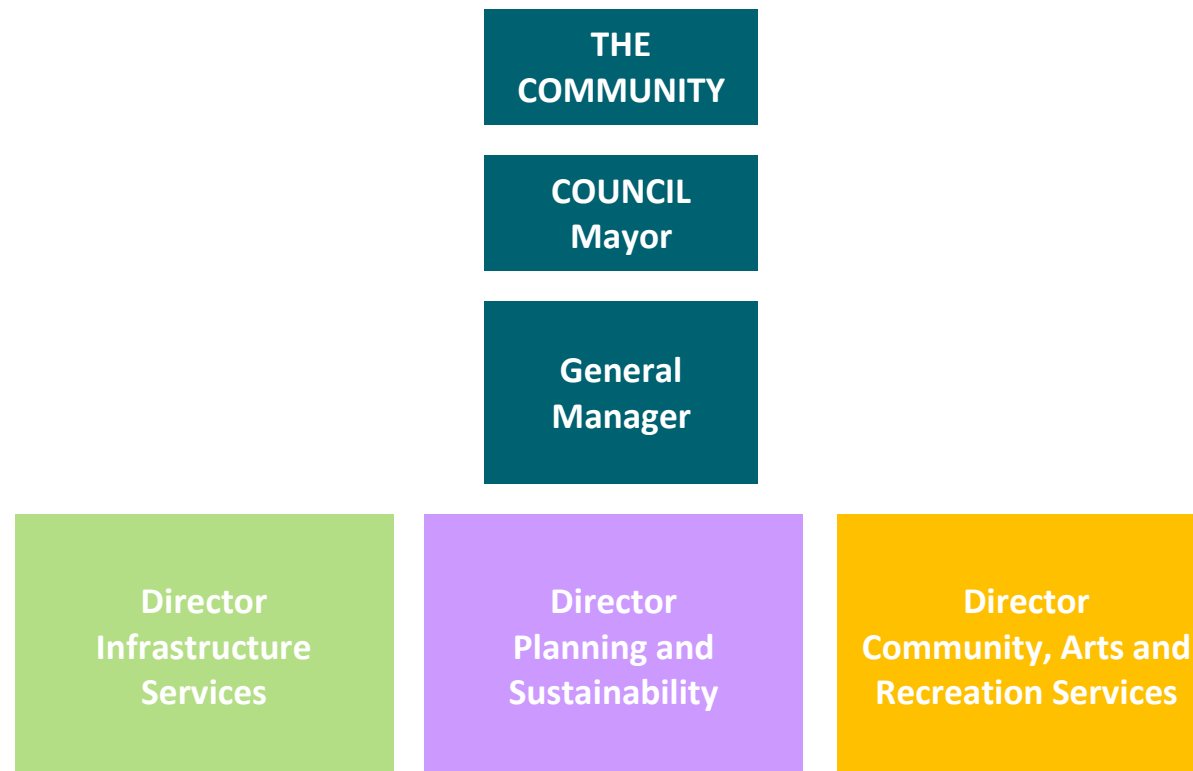
Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

