

POSITION DESCRIPTION

EVENTS AND ADMINISTRATION ASSISTANT – PREMIUM FACILITIES

POSITION NUMBER	PRE005
DIRECTORATE	Assets and Infrastructure
SECTION	Premium Facilities
REPORTS TO	Manager, Premium Facilities
DIRECT REPORTS	None
GRADE	9
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2020
DATE PREPARED	September 2019
DATE LAST UPDATED	December 2021

1. PURPOSE OF THE POSITION

The Events and Administration Assistant – Premium Facilities, is responsible for assisting with the delivery and planning events at Netstrata Jubilee Stadium, and providing administrative support to the Manager, Premium Facilities, and the business unit managing the Premium Facilities portfolio.

2. KEY ACCOUNTABILITIES

- 2.1 Assist with the planning and delivery of major and other events at Netstrata Jubilee Stadium including the preparation of all documentation providing event information and event plans.
- 2.2 Active support to the venue team on major event days and take responsibility for delivery of minor events as required.
- 2.3 Provide the clerical and administrative requirements of Premium Facilities including raising purchase orders, payment of invoices and goods receipting processes.
- 2.4 Coordinate and supervise functions conducted at the venue as required including bookings, client liaison, administration, accreditations, provision of event information, event staffing and assist with the venue set up.
- 2.5 Support the Manager, Premium Facilities and the team in delivering events, facility management and contract management required by the business unit.
- 2.8 Perform all administration tasks related to the events and the venues, as required assisting the Events and Marketing Officer and the Operations Supervisor.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. DESIGNATED POSITION – Contact Delegations officer for clarity on inclusions

Contact Delegations officer for clarity on whether this is a designated position.

10. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 10.1 Event Management qualification and/or demonstrated experience in delivering events or working in venues.
- 10.2 Class C Drivers Licence

Essential

- 10.3 Demonstrated experience coordinating events at other venues.
- 10.4 Demonstrated experience in administrative and/or finance functions and systems.

- 10.5 Proven skills in partnership building, client and stakeholder liaison to create a strong reputation for the venue and facilities.
- 10.6 Proven skills and a high level of computer literacy with the ability to use a range of computer software packages, including Microsoft Office and document management and finance systems.
- 10.7 High level administrative and organisational skills and the ability to manage multiple of tasks and meet competing deadlines.
- 10.8 Excellent presentation and time management skills
- 10.9 Excellent verbal and written communication skills
- 10.10 Impeccable organisational skills
- 10.11 Must be fully vaccinated (minimum 2 doses) with an approved COVID-19 vaccine and provide Council with evidence of vaccination, or an accepted certified medical contraindication. Council reserves the right to confirm the validity of contraindications in accordance with NSW Health guidelines, and to direct a Worker to undertake an independent medical examination in relation to the issuance of a medical contraindication certificate

Desirable

- 1.1 Basic understanding of Local Government procedures and protocol requirements and arrangements.
- 1.2 Business administration certification desirable
- 1.3 Responsible Service of Alcohol Certificate.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

Medical Questionnaire