



POSITION DESCRIPTION

Position Title	Events Officer	
Directorate	Community	
Service	Events	
Responsible to	Events Manager	
Position Supervises	Direct: Casual staff, volunteers and contractors as required Indirect: 0	
Position No.	TBA	
Status	Temporary (6 months)	
Hours	Based on a 35-hour week. Regular after-hours work to attend meetings, events and functions is required.	
Salary Point	40 to 50	Band/Level: 3/2
Pre-employment checks Legislative requirements	Pre-Employment Medical	
Date reviewed: March 2023		Reviewed by: Events Manager

POSITION PURPOSE

The position will be responsible for coordinating festivals, events and community initiatives as part of Inner West Council's major community events program. The position will work with the Events team to actively engage the local community in celebrations of place, culture and diversity to enhance the reputation of Inner West Council and promote our local government area as a dynamic and creative community. This position may also provide expertise and guidance on other Council run events.

Council's major community events program includes, but is not limited to:

- Footprints EcoFestival;
- Dulwich Hill Village Fair;
- Summer Hill Festival
- Bali Memorial Service;
- Marrickville Festival;
- Remembrance Day;
- Jazz in the Park;
- Carols By Candlelight;
- Council Christmas Party;
- Australia Day;
- Carnival of Cultures;
- Bairro Portugues Petersham – Food & Wine Fair;
- Classics at Callan Park/BluesFest;
- Movies in the Park;
- ANZAC Day Dawn Service;
- Built Environment Awards; and
- Celebrate 2044.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential criteria

1. Tertiary qualifications in event management, arts administration, business, tourism studies or an equivalent field or relevant industry/professional experience
2. Possession of or willingness to obtain First Aid, Responsible Service of Alcohol and Traffic Controller qualifications.
3. Demonstrated experience in the successful planning, coordination, delivery and evaluation of a range of community festivals and events.
4. Understanding of relevant legal and risk management requirements and contract management experience.
5. Desktop publishing skills, including Microsoft Office suite, and the ability to prepare high quality promotional material and reports.
6. Excellent written, verbal and interpersonal skills, including presentation skills.
7. Demonstrated knowledge of and experience in marketing, sponsorship and budgets/funding.
8. Working knowledge of effective community consultation and development, and demonstrated understanding of the requirements of working in a diverse and multicultural environment.

9. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, environmental management and ethical practice principles.
10. Current NSW Class C Driver Licence.
11. Fit and able to perform physical tasks as required, including demonstrated ability to coordinate and safely perform manual handling duties such as lifting and carrying related to staging events.

Desirable criteria:

1. Working knowledge of local government.
2. Ability to speak a relevant community language.

KEY DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES:

Event and project management

- Participate in the production of community events as required, including concept development, production, risk management, marketing, administration and evaluation.
- Contribute to the delivery of high quality, well regarded events that are culturally appropriate and provide opportunities for participation among Council staff, residents, community leaders, organisations and local business.
- Contribute to the development, implementation and review of event policies and procedures and strategies to ensure outcomes meet community expectations.
- Prepare professional reports, briefings, proposals, submissions and contracts relating to events.

Leadership and service management

- Supervise short term and contract staff as required.
- Contribute to the development, implementation and review of events policies, procedures and strategies to ensure outcomes meet community expectations.
- Keep up-to-date with developments in the industry and identify opportunities for improvement, participation in the development of new events, contribute to the development of increased levels of sponsorship and community participation in planning, operation and attendance
- Ensure that the Events Manager is informed of any issue which may affect staff, the community and/or service delivery.

Financial management

- Undertake the management of small events budgets as appropriate.
- Undertake the procurement of goods and services in accordance with relevant legislation and Council policies.

Stakeholder engagement

- Collaborate and engage with internal and external stakeholders.

Administration

- Maintain relevant databases of information, process invoices and other administrative tasks as required.

KEY RELATIONSHIPS:

Internal: Events team; Communications and Engagement team; other teams across Council;; Executive Team; Councillors.

External: Community businesses and organisations; Police and emergency services; all levels of government, including ministers, MPs and departments; peak bodies; event contractors, sponsors, performers; and members of the public.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Events Officer** as detailed in this document.

Signature:

Date: / /