



Position Description

Position Title

Events Coordinator

Position No.

9067

Division

People and Places

Department

Tourism

Reports to

Tourism Manager

Current Status

Full Time

Band/Level

Band 3 Level 2

Grade

15

Step

Entry Level to Full Step 4

Last Reviewed

February 2023

Conditions of Employment

The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to:

- * Council's Salary Administration System
- * Council's Code of Conduct
- * Equal Employment Opportunity
- * Equity & Access to Training
- * Performance Appraisal

Work Health and Safety (WHS)

The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

The responsibility of the Events Coordinator is to develop, coordinate and support a variety inclusive community and major events that are engaging and exciting and deliver high social, cultural, and economic value.

The Events Coordinator requires a sound knowledge of the events and conference industry, including a detailed understanding of policies, procedures and funding structures within the events industry, particularly as it relates to local government.

The Events Coordinator will be adept at working with internal and external stakeholders across a wide range of event types, including providing advice to stakeholders on risk management, and mandatory requirements under the local government act and other applicable legislation.

Lithgow City Council is focussed on the principles and culture of continuous improvement, alongside quality stakeholder engagement. Accordingly, this is a dynamic role which requires a fluid, community-focussed approach that responds to the needs and aspirations of an evolving demographic.

The delivery of inclusive and major successful events will assist in achieving the objectives of Lithgow City Council's Corporate Plans including the Community Strategic Plan, Delivery Program, Destination Action Plan, Brand Strategy and Lithgow Evolving Economies Plan.

Specific Duties and Key Responsibilities

- Organise and co-ordinate events and conferences managed by the Tourism and community development teams in conjunction with all key internal and external stakeholders.
- Through consultation with internal stakeholders organise and co-ordinate identified internal Council events.
- Develop, update, and maintain Lithgow's Events Strategy in conjunction with other council strategies and relevant council staff.
- Co-ordinate the production of high-quality safe events including the development of risk management plans and traffic management plans.
- Provide professional and informed advice and assistance to event organisers, authorities, businesses, and other relevant stakeholders including advice on risk mitigation, sponsors, funding, event logistics, networks, and current event issues.
- As the central point of contact for external events, assist stakeholders in the process of developing lease and license agreements for hire of council administered venues and the collection of applicable fees and charges.
- Develop and implement quality marketing and promotional strategies for events in conjunction with the Tourism Manager and council's communication team.

- Commit to the continuous improvement of local events and conferences, including the implementation of an evaluation process/framework to ensure relevant and consistent data is obtained and collated to measure the economic impact and financial viability of events where appropriate.
- Manage sponsor and trade contracts for council coordinated events and foster community relationships with sponsors and external stakeholders.
- Continuous engagement and exploration of cost-effective opportunities for extending existing events and creating new programmes in consultation with key stakeholders.
- Maintain a promotional calendar of current and future events to be disseminated in various formats, with the objective of the calendar being the comprehensive and reliable focal point for event advertising regionally.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

Operational

- Ensure compliance with Council processes and procedures.
- Provide clear, concise and appropriate advice and recommendations in a timely manner.
- Conduct adequate and timely research in order to provide quality and accurate advice and responses.
- Speak and deliver presentations in public situations.
- Overseeing works, proactive engagement with the community and liaising with a range of internal and external stakeholders.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Ensure transparency is inherent in undertaking duties and delivering projects.
- Flexibly respond to organisational requests for urgent work.

Workplace health and Safety

- Follow Council's WHS policies and procedures as instructed.
- Ensure their actions do not adversely affect the health and safety of themselves or any other person.
- Report all WHS hazards and incidents to their supervisor as soon as possible.
- Participate in all required WHS training.
- Follow all reasonable directions from supervisors, managers, and others in regard to safety.

People Leadership

- Role model the Lithgow City Council's values
- Be aware of the well-being of the team.

- Follow Defined Ethical Guidelines from Council, including Code of Conduct Understanding of Code of Conduct and Public Interest Disclosures Act.
- Any potential conflicts of interest are reported immediately to the relevant Council officer.
- Support is given to other staff who may wish to report any potential conflicts of interest.

Business Performance

- Set priorities, prepare timetables, work schedules and maximise output whilst ensuring high quality outcomes.
- Contribute to the integration of core services across Council.
- Maintain a current working knowledge of relevant industry developments, legislation and practice.
- Identify appropriate training needs and participate in training and other professional development.
- Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

Supervisory Responsibilities

Nil

Signatures

I agree to the requirements of this Position Description.

_____	_____
Employee	Date

_____	_____
Supervisor	Date

_____	_____
Manager	Date

Selection Criteria

Essential

- Qualifications in marketing, communications, public relations or event management or relevant experience in the field.
- Demonstrated understanding of processes involved in planning, promoting, and managing events.
- Demonstrated success in developing and implementing marketing and communication strategies.
- Experience and record of success in Event Management including event marketing and promotion
- Effective organisational skills and ability to manage tasks with tight deadlines
- Research and evaluation of events and their performance
- Highly developed interpersonal skills including a demonstrated ability to build and maintain relationships with external stakeholders and experience in working collaboratively with a range of stakeholders.
- An understanding of risk management procedures and methodologies as applied to events.
- Relevant experience in attracting and maintaining sponsors for events.
- C Class Drivers Licence.

Desirable

- An understanding of local government processes and how they differ from the corporate sector.
- A highly developed understanding of statistical data and its implementation in assessing the impact of events.