INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Events Manager
Division	Community and Engagement
Group	Communications, Engagement and Events
Responsible to	Group Manager Communications, Engagement and Events
Position Supervises	**Direct:** 4 **Indirect:** Casual staff, consultants, volunteers and contractors as required
Position No.	IW0692
Status	Permanent, full time
Hours	Notionally based on a 35-hour week. Regular but reasonable after-hours work is necessary to attend meetings, events and functions. In cases where after-hours work is required (on weekends and/or evenings) and agreed with the Group Manager to oversee events/functions, the incumbent will be granted single time in lieu equivalent to the actual hours worked which are to be taken and cleared on a mutually agreed time with the Group Manager that considers operational and service requirements.
Remuneration	Salary range is **$120,714 to $135,865** per annum, plus Superannuation Contribution Guarantee (SCCG) currently at 9.5% The above range recognises and includes a market component and a loading to account for the reasonable additional/excess hours required as mentioned above (Hours) to meet position and performance expectations.
Motor vehicle	TBC
Pre-employment checks **Legislative requirements**	□ Police Check
Date reviewed: 11 May 2018	**Reviewed by:** Group Manager Communications, Engagement and Events

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sq km.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

To develop the strategic direction of Council's events program to meet changing community and cultural priorities and maintain Council's position as a leader in the provision of high quality community events.

To ensure the delivery of an integrated suite of major/signature events across Inner West Council, which celebrates and promotes the unique local culture and engages citizens in community life. Events produced will enhance social inclusion, economic development, cultural diversity and creativity, precinct attraction, and define and help drive the brand and identity of the Inner West.

The position will be responsible for leading, inspiring and participating in the team, mentoring and developing staff, providing opportunities for growth and professional development, facilitating partnerships across Council, undertaking collaborative problem solving, participating in the resolution of issues, and setting and achieving team goals in line with Council objectives.

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 First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. 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.
2. Possession of or willingness to obtain First Aid, Responsible Service of Alcohol and Traffic Controller qualifications.
3. Significant high level experience in driving the strategic direction and management of large scale events and programs.

4. Demonstrated ability to manage diverse relationships at a variety of organisational levels, take a facilitative approach and provide strategic direction, advice, analysis and briefings to a wide variety of staff and stakeholders including Councillors, Executive/Leadership teams, project managers and technical specialists.
5. Demonstrated ability to lead and manage a team and its functions to achieve set outcomes.
6. Demonstrated financial and budget management experience.
7. Demonstrated ability to manage complex, time-dependent deliverables and work within a fast paced environment whilst balancing competing interests, risk management and adhering to all relevant legislation.
8. Project management, contract management and strategic planning experience demonstrating conceptual and analytical skills, ability to work under pressure and meet deadlines.
9. Ability to effectively market a suite of events, develop event branding and collateral, and attract and maintain sponsorship relationships with a variety of stakeholders.
10. Outstanding interpersonal communication, collaboration, community consultation and stakeholder management skills.
11. High level analytical and problem solving skills with the capacity to inspire or support innovative thinking.
12. Knowledge and skills in contemporary management practices, staff management, performance management, staff development, change management, quality management systems and sustainability.
13. Understanding of and commitment to equal employment opportunities, diversity, work health and safety, environmental management and ethical practice principles.
14. Current NSW Class C Driver Licence.

Desirable criteria:

1. Demonstrated appreciation and working knowledge of the complexity of local government, in particular the social, political and legal frameworks within which it operates.
2. Ability to speak a relevant community language.

KEY DUTIES, ACCOUNTABILITIES, RESPONSIBILITIES AND DESIRED OUTCOMES

Event, program and policy management

- Develop and manage the strategic direction of Council's events program to meet changing community cultural priorities and maintain Council's position as a leader in the provision of high quality community events.
- Manage a rolling 12-month event calendar for Inner West Council.
- Develop, implement, manage and review events policies, procedures and strategies to ensure processes are consistent; outcomes meet community expectations and increase the standard of event delivery.
- Conduct post-event reviews for reporting and continuous improvement, identifying opportunities for improvement, new events, increased sponsorship and higher levels of community participation in planning, operation and attendance.
- Manage all event operations, logistics, production and technical, including but not limited to traffic management, waste management, staging, infrastructure, sound and audio-visual, security, safety management, venue and site management, food safety and catering.
- Manage sponsorship, publicity, promotion, advertising, database management, event branding, marketing collateral, production and distribution.
- Manage land owner approvals and management, insurance and contractor management.
- Manage and maintain best practice, keep up to date with current developments in contemporary event design and delivery and related fields.

Financial management

- Plan, develop, manage and review the Events budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance.
- Regularly communicate with Group Manager and Finance staff regarding the status of the team’s operational budget, required changes and necessary adjustments.

- Investigate and pursue alternative income and revenue generation where available and possible, including grant and sponsorship management.
- Undertake the procurement of goods and services in accordance with relevant legislation and Council policies.

Leadership and service management

- Plan, lead, facilitate and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements.
- Evaluate and monitor individual and team performance and culture to ensure services provided are meeting standards, expectations and commitments.
- Facilitate the development and implementation of project management planning, ensuring review and maintenance of systems and procedures for continuous improvement.
- Ensure that the Group Manager is informed of any issue which may affect staff, the community and/or service delivery.
- Determine and implement risk management strategies.
- Ensure timely and systematic advice and reporting to the Executive and Leadership teams.
- Adhere to and comply with governance principles, and Council procedures and policies.

Staff management

- Lead, motivate, support, develop and manage staff in a way that is consistent with Council's values, policies and systems.
- Manage and monitor staff performance and recruitment processes, including feedback, performance reviews and rewards in accordance with Council policy, procedures and best practice principles.
- Maintain a suitably qualified casual events pool to support event delivery.
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff.
- Lead and ensure strong technical (e.g. project, financial and contract management) skills are developed, adopted and practiced at all times by staff within the team.
- Model respectful behaviours and encourage staff to work cross-functionally to generate creative and innovative ideas.

Stakeholder engagement

- Collaborate, engage with and provide strategic advice to internal and external stakeholders in the development and delivery of culturally relevant, high quality events.
- Work in collaboration with all stakeholders and sponsors to develop and maintain ongoing productive relationships.

Safety management and Workplace Health and Safety

- Create, implement, manage and review industry standard safety management plans and strategies to meet all legislative guidelines for safe event implementation.
- Implement and manage all Workplace Health and Safety requirement across internal staff and all external event contractors.

KEY RELATIONSHIPS:

Internal: Events team; Communications, Engagement and Events team; Leadership Team; Executive Team; Councillors; other teams across Council including Economic Development, Environment, Monitoring Services, Customer Service, Records, Governance, Waste Management, Civil Works, Parks, Venues, Traffic, Finance, Legal, Planning, and Community and Cultural Services.

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

Work Health and Safety Responsibility Statement
Managers / Supervisors with Staff Reporting to them and/or major project responsibility

LEVEL 4

Level 4 Managers and Supervisors have the responsibility to ensure that they perform their duties in accordance with their job description, Council policies, procedures and safe working practices and comply with Work Health & Safety legislation. They also carry responsibility of enforcement of compliance by employees and non-employees within their area of control to all of Council's WH&S policies, procedures safe work practices and WH&S legislation. These responsibilities are performed and monitored by:

Responsibilities	Performance Measures
• Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.	• Evidence of promotion of, and conformance with, Council policies and procedures
• Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.	• 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
• Commitment to WH&S	• Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
• Undertaking accident/incident investigations	• Evidence of documented and signed accident investigation forms
• Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.	• Regular meetings with WH&S rep
• Improving health and safety performance	• Initiating action based on audit, inspection results and feedback from staff
• Undertaking regular inspections to assist in the identification of hazards	• Development of a schedule of inspections • Completed inspections
• Attending health and safety meetings	• Evidence of signed/ documented minutes
• Providing new employees with Health and Safety induction training and specific job training where required	• Employee inductions complete. • Evaluation of induction by employees

Responsibilities	Performance Measures
• Facilitating rehabilitation for injured employees	• Evidence of signed return to work programs • Selected duties register
• Ensuring employee awareness of Health and Safety management systems and specific workplace hazards	• Regular documented meetings with staff • Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
• Providing a clear definition, in writing, of all work procedures	• All work instructions are documented and provided to staff with explanation.
• Developing health and safety procedures	• Development of specific procedures where required
• Knowledge of WHS and related legislation	• Attendance at training sessions

Applicant Declaration

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

Signature: ..... Date: / /