



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Senior Events Specialist	
Division	Community and Engagement	
Group	Communications, Engagement and Events	
Responsible to	Events Manager	
Position Supervises	Direct: Event staff, casual staff, volunteers and contractors as required Indirect: 0	
Position No.	TBC	
Status	Permanent, full time	
Hours	Based on a 35-hour week, 19-day month. Regular after-hours work to attend meetings, events and functions is required.	
Salary Point	52 to 60	
Salary	\$87,119 pa to \$96,677 pa	Band/Level: 3/2
Pre-employment checks Legislative requirements	Nil	
Date reviewed: September 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 km².

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

The position is responsible for the creative direction, programming and management of 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 its local government area as a dynamic and creative community. This position may also work cross functionally across Council to 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 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. Proven project management skills, with a strong record of achievement in planning, coordinating, delivering and evaluating a broad range of events, including outdoor festivals.
4. Understanding of relevant legal and risk management requirements and contract management experience.
5. Knowledge of Microsoft Office suite, and the ability to prepare high quality promotional material and reports.
6. Proven ability to manage complex negotiations, contracts and strategic/operational risks.
7. Proven capacity to work independently, and manage staff and contractors.

8. Outstanding written, verbal and interpersonal skills, including public presentation and stakeholder engagement skills.
9. Demonstrated knowledge and proven experience in strategic marketing, securing sponsorship, budget development and financial management.
10. Demonstrated ability to undertake effective community consultation and development, and demonstrated understanding of the requirements of working in a diverse and multicultural environment.
11. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, environmental management and ethical practice principles.
12. Current NSW Class C Driver Licence.
13. 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

- Plan, manage, coordinate and produce major community events as required, including concept development, planning, coordination, event management, sponsorship, production, risk management, marketing, operations (staging, sound, event infrastructure), traffic management, contracts and administration.
- Contribute to the planning and delivery of high quality, well regarded events that are culturally appropriate and provide opportunities for participation among Council staff, residents, community leaders, organisations, local business, performers, event contractors, sponsors and other stakeholders.
- Prepare professional reports, internal and external briefings, proposals, submissions and contracts relating to events, including but not limited to policy documents, speech notes, sponsorship proposals, programming submissions and contracts.
- Undertake strategic evaluation and review of individual events and Council's events program to identify opportunities for improvement, new events, increased sponsorship and higher levels of community participation in planning, operation and attendance.

Creative direction and programming

- Initiate and lead the development of innovative events to recognise the contribution and achievement of residents, community leaders and organisations, local business and Council staff as required.
- Develop the creative 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.
- Keep up-to-date with developments in the industry and how they can be applied to Council's industry standard events program.

Leadership and service management

- Manage event staff, short term and contract staff for specific events as required.
- Contribute to the development, implementation, management and review of events policies, procedures and strategies to ensure outcomes meet community expectations and increase the standard of event delivery.
- Ensure that the Events Manager is informed of any issue which may affect staff, the community and/or service delivery.

Financial management

- Budget development and financial management of events budgets.
- Ensure financial resources are appropriately allocated to the major community events program and individual events to achieve required outcomes, supplementing budgets with sponsorship and additional funding sources as required.
- Undertake the procurement of goods and services in accordance with relevant legislation and Council policies.

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.
- Represent Council, prepare speeches and deliver high standard presentations, attend Council meetings and convene committees as required.

KEY RELATIONSHIPS:

Internal: Events team; Communications, Engagement and Events team; other teams across Council; Leadership Team; 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 **Senior Events Specialist** as detailed in this document.

Signature:

Date: / /