



# INNER WEST COUNCIL

## POSITION DESCRIPTION

<b>Position Title</b>	Events Officer	
<b>Division</b>	Community and Engagement	
<b>Group</b>	Communications, Engagement and Events	
<b>Responsible to</b>	Events Manager	
<b>Position Supervises</b>	<b>Direct:</b> Casual staff, volunteers and contractors as required <b>Indirect:</b> 0	
<b>Position No.</b>	IW0720, IW0721, IW0722	
<b>Status</b>	Permanent, full time	
<b>Hours</b>	Based on a 35-hour week, 19-day month. Regular after-hours work to attend meetings, events and functions is required.	
<b>Salary Point</b>	40 to 50	
<b>Salary</b>	\$76,367 pa to \$85,531 pa	<b>Band/Level:</b> 3/2
<b>Pre-employment checks</b> <b>Legislative requirements</b>	Nil	
<b>Date reviewed:</b> September 2018		<b>Reviewed by:</b> 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 km<sup>2</sup>.*

*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 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 its 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 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. 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 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 management 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*

- Produce 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, local business, performers, event contractors, sponsors and other stakeholders.
- Prepare professional reports, internal and external briefings, including speech notes and MC scripts, sponsorship 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.
- Contribute to concept development, planning, coordination, management and delivery of all areas of production, including financial management of small scale events, sponsorship, marketing, risk management, staging, operations and traffic management.
- Keep up-to-date with developments in the industry and identify opportunities for improvement, new events, increased sponsorship and higher levels of 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*

- Contribute to budget development and the management of 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, including performers, local businesses, current and potential sponsors and other event stakeholders.
- Process invoices and other administrative tasks 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; members of the public; and other stakeholders.

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

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

### **Applicant Declaration**

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

Signature: .....

Date:     /     /