

POSITION DESCRIPTION

Position Title:	Venue and Events Assistant
Position Number:	7067
Group:	Organisation and Community Capacity
Business Unit:	Strategy and Engagement
Service Unit:	Civic Centre
Reports To:	Coordinator Events
Grade:	7
Hours Of Work:	22.5 hours per week – 7 Day Roster
Last Date Of Review:	May 2023
Last Date Of Evaluation:	May 2023

Role Function Summary

The Venue and Events Assistant is responsible for presenting, operating and promoting the Civic Centre as a high-quality function venue that meets the needs of the Singleton community. The role will provide additional support for Council run events and functions.

Key Responsibilities (Major and Essential Job Functions)

The major responsibilities of the position, including the expected outcomes are as follows:

- Support day to day operations of the Civic Centre
- Assist with the monitoring of the Civic Centre budget
- Support grant funding applications relating to the Civic Centre
- Implement processes and policy for the management of the Civic Centre and undertake continuous improvement
- Participate in business planning processes for the Civic Centre and Council events
- Support marketing and promotion activities for the Civic Centre
- Liaise with service providers and users at the Civic Centre
- Build relationships with community groups and commercial entities
- Support the delivery of Civic Centre functions and Council events
- Provide a high level of customer service

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision Singleton. Vibrant, progressive, connected, sustainable & resilient.

Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> • Integrity: We act with commitment, trust and accountability. • Respect: We are open, honest, inclusive and supportive. • Excellence: We strive to achieve the highest standards. • Innovation: We are creative, progressive and strategic. • Enjoyment: We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	<p>Manager Strategy & Engagement</p> <p>Coordinator Events</p> <p>Venue and Events Officer</p> <p>Building Maintenance Officer</p> <p>Council Staff</p>
External Relationships:	<p>Customers</p> <p>Community Organisations</p> <p>Government Organisations</p> <p>Stakeholder Groups</p> <p>Suppliers</p>
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Qualifications and/or demonstrated experience in event and function management, hospitality or related field
- Strong interpersonal skills, including excellent written and spoken communication skills and the confidence to liaise with stakeholders at all levels
- Demonstrated ability to set priorities, use initiative and work both independently and as part of a team.

Desirable Criteria:

- Knowledge or experience in lighting, sound systems and theatre operations
- Experience in facility management, functions and events
- Proven previous experience in administration or office management and the ability to multitask and work with competing deadlines.

Licences and Tickets:

- NSW Driver's license

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓				✓						
Walking		✓						✓				
Standing		✓						✓				
Bending		✓			✓							
Squatting			✓		✓							
Climbing			✓		✓							
Kneeling			✓		✓							
Twisting			✓		✓							
Lifting		✓			✓							
Driving				✓	✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control	✓	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
✓	Garbage collection		Screen based work (intermittent)
✓	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
	Walking on uneven surfaces		Child care
	Working with bitumen	✓	Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:Position Title: **Venue and Events Assistant**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Relevant experience and/or qualifications in event management	1					
Experience in procurement and maintenance requests	1					
Experience in functions quotations and booking	1					
Demonstrated ability to manage bookings and facilitate booking payments	1					
Experience liaising with community groups and event organisers	1					
Demonstrated knowledge of and experience in applying WHS Policies and Procedures in a supervisory role	2					
Demonstrated ability to coordinate functions and deliver services to Civic Centre users	2					
Demonstrated ability to operate the Civic Centre audio and lighting systems	2					
Demonstrated excellent interpersonal and negotiation ability	2					
Demonstrated commitment to customer service and customer satisfaction	2					
Working knowledge of Council's Policies and Procedures relating to the Civic Centre	3					
Demonstrated project management skills and ability to work to a budget	3					
Demonstrated ability to develop Operating and Process documentation for the Civic Centre	3					
Demonstrated ability to coordinate the delivery of projects effectively and efficiently	3					
Contribute to organisation risk identification and analysis	3					
Demonstrated ability to analyse information and produce meaningful, business-focused reports for sound decision making	4					
Actively contributes to the setting of fees and charges relating to the Civic Centre	4					
Demonstrated ability to market and promote the Civic Centre and its services	4					
Demonstrated ability to plan and host a council-led function in the Civic Centre	4					
Demonstrated ability to build strong partnering relationships with key stakeholders	4					

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Review Year:

Position:

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				