



To apply for this position, please answer the questions on the advertisement.

POSITION DESCRIPTION	
Title:	Events and Activations Officer
Group:	Community Connections
Reports to:	Manager Community Engagement and Activation
Grade:	15
Hours:	35
Vehicle:	No
Position Purpose	
<ul style="list-style-type: none"> • To ensure Council's public engagement is enhanced and maintained positively through the coordination and delivery of high quality community and civic events; • To seek and maintain sponsorship for Council events; and • To oversee and implement the community event sponsorship process. 	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u> (to apply for this position, please answer the questions in the advertisement)</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications and/or industry experience in an appropriate field • Previous experience in organising outdoor community events and functions including the preparation and co-ordination of event budgets • High level of verbal, written and interpersonal skills • Ability to work to strict deadlines • Demonstrated experience in seeking sponsorship and managing sponsors and client relationships • Demonstrated experience in the coordination of small grants or funding programs • Understanding of legal/legislative aspects of event management • Experience working with community groups and coordinating staff, suppliers and volunteers • Demonstrated proficiency in the Microsoft Office suite of software and the ability to quickly adapt to new programs 	

- Experience in making suggestions to improvements to a quality management system or suggestions for other business improvements
- Ability to establish and maintain good relationships with all major Council stakeholders
- Experience utilising Event or Project Management systems
- Current class C driver's license

Desirable:

- Knowledge of Local Government structure and operations
- Experience in the preparation of Development Applications for events

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Event Planning and Delivery

- Assist in the development, delivery and evaluation of a comprehensive annual program of Council and community events, including the coordination of the set-up and pack down of events.
- Liaise with and provide event planning advice to other staff organising community events and/or public activities
- Ensure legislation requirements such as Development Applications and WHS are complied with.
- Coordination of risk management for all event operations and strategies.
- Attend all Council events

Communication

- Maintain a high level of public display and information material relating to events, including designing information for events.
- Prepare promotional material for events.
- Provide support and input for other promotional and communication projects as required, such as Annual Report, Community Services Directory.

Partnerships and Advocacy

- Work cohesively with community groups to deliver events.
- Ensure, where possible, Council's events are sustainable events in accordance with Councils policies and procedures.
- Ensure, where possible, Council's events are accessible events in accordance with Councils policies and procedures.
- Generate, communicate and liaise with sponsors of major Council events, and oversee implementation of sponsorship guidelines for all events associated with Council.
- Coordinate and implement Councils Sponsorship Policy
- Coordinate all of Councils Community Event sponsorship applications and agreements
- Coordinate staff, volunteers and suppliers at Council events as required.

Financial Coordination

- Provide input into and coordinate event budgets.
- Identify and assist in seeking funding opportunities for event and activation initiatives and prepare, or contribute to, relevant grant applications

Reporting

- Prepare reports, proposals and correspondence on events
- Undertake IP&R task and action reporting as directed

Professional development

- Stay engaged with event and activation networks and industry developments to keep abreast of best practice in event and activation initiatives, to identify issues, trends, and changes in legislation.

Support and promote the integrity and reputation of Council

- Apply and demonstrate the key organisational values – Collaboration, Integrity, Accountability, Respect and Sustainability
- Be a role model for quality customer service
- Ensure compliance with all Council policies and procedures and relevant legislation

Work Health & Safety

- Ensure safe work conditions are maintained and report any unsafe conditions identified
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control the risks
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely
- Cooperate with all health and safety policies & procedures agreed to by management and staff
- Not bypass or misuse systems or equipment provided for WH&S purposes
- Participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

Organisational Values

- Apply and demonstrate Council's Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability