



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: Events Officer

DIRECTORATE: Sustainable Communities & Infrastructure

DEPARTMENT: Sustainable Communities

CLASSIFICATION: Band 5

EMPLOYMENT STATUS: Temporary (0.4 EFT to June 2016)

CURRENT OCCUPANT: Vacant

DATE: October 2015

ORGANISATION OVERVIEW

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

DEPARTMENT/TEAM

The Sustainability Services team, situated within the Sustainable Communities Department is responsible for strategy and actions which reflect the Council's commitment to the Victorian Adaptation and Sustainability Partnership to maintain protect and enhance the municipality's natural environment for a more stable future. This will be achieved through;

- Implementing and reviewing the South Gippsland Sustainability Strategy and taking a leadership or facilitation role with key regional and local sustainability and waste management networks.



- Strategically managing South Gippsland's waste by providing sustainable solutions for the reduction, collection, resource recovery and disposal of waste.
- Establishing new or enhancing existing partnerships with community based organisations, regional groups and state and federal government departments.
- Strategic planning and facilitating the integration of sustainable thinking and practice across all departments of the organisation.
- Managing the implementation of actions and projects documented within the Departments Sustainability and Waste Management Strategies.
- Advocating for and contributing to the development of policies and programs on a State, Regional and sub-regional level.

The department's annual operating budget is approximately \$5.3 Million (the majority of the budget being allocated to Waste Management).

ORGANISATIONAL RELATIONSHIPS:

Reports to:

- Coordinator Sustainability

Direct Reports:

- Nil

Key Internal Relationships:

- Sustainable Communities and Infrastructure Directorate
- Sustainability Team
- Community Strengthening Team
- Economic Development Team

Key External Relationships:

- Community
- Other levels of government
- Businesses
- Consultants
- Contractors & Developers
- Visitors



1. POSITION PURPOSE

The key objectives of the position are:

- To project manage the implementation of Council's Annual Sustainability Festival.
- Provide support for the development, approval and implementation of other Council events.
- To provide a high level of customer service, regulatory guidance and information to event organisers and stakeholders.
- To refine a set of event management processes, procedures and templates to guide the implementation of Council events.
- To refine a set of event management processes procedures and templates to assist community and commercial organisations seeking to run events on Council properties and/or with Council funds.

2. KEY RESPONSIBILITIES

- Project manage Council's Sustainability Festival in partnership with Bass Coast Shire Council.
- Assist stall holders and other event participants to comply with specific event requirements through the provision of appropriate documents, forms and advice.
- Ensure appropriate risk management strategies, operational plans and emergency plans are developed and in place for the Sustainability Festival and any other events under the responsibility of the position.
- Ensure all purchasing and payment of invoices associated with the Sustainability Festival is completed in accordance with Council's approved financial processes.
- Coordinate effective events communication, information, promotion and signage.
- Assist with the preparation of draft budgets, funding submissions, Council Reports and sponsorship proposals for relevant events as required.
- Identify opportunities to attract events into the Shire.

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is authorised to/responsible for the following:



- Know and understand the system that you work in and help the organisation improve outcomes and provide high value to customers (internal and external) by improving systems, processes and relationships with a commitment to the philosophy of best practice.
- Accountable for the quality and timeliness of work performed and advice given which must be consistent with legislation, awards, industrial agreements/contracts, HR practices, performance targets, quality and corporate plans and organisational policies and procedures.
- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.

4. JUDGEMENT AND DECISION MAKING SKILLS

Judgment and decision making will be within the ambit of the following:

- The position is required to fulfil the responsibilities with general supervision and is required to exercise judgment and problem solving techniques, which may require officer to use initiative and creativity.
- Guidance and advice is always available.

5. SPECIALIST SKILLS AND KNOWLEDGE

The skills and knowledge required to perform the duties of the position include:

- Demonstrated knowledge and hands on experience in event development, coordination and delivery.
- Demonstrated understanding of risk management, event compliance and emergency management processes and documentation relative to the delivery of events.
- Understanding of budgeting and financial processes with the ability to process payment of invoices using established financial procedures



- Well developed skills in Microsoft Word, Excel, Powerpoint and Adobe Creative suite.
- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.

6. MANAGEMENT SKILLS

The required management skills include:

- Skills in managing time, setting priorities, planning and organising one's own work to achieve specific and set objectives as efficiently as possible and within the resources and time available.

7. INTERPERSONAL SKILLS

Interpersonal skills include:

- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team.
- Strong oral communication skills with the ability to effectively communicate with people on all levels.
- High level written communication skills with the ability to prepare procedures, promotional material, newsletters, media releases, advertisements and letters.
- Ability to gain co-operation and assistance from all stakeholders associated with a particular event.
- Ability to discuss and resolve problems – internally and externally.

8. QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in event or project management or significant experience in an event management role.
- Experienced in the preparation of promotional materials.
- Demonstrated experience in the ability to work with a diverse range of stakeholders.
- Current Victorian drivers licence.



9. SELECTION CRITERIA

- A tertiary qualification in event or project management or significant experience in an event management role.
- Extensive understanding of and experience in events management from conception to delivery including project acquittal.
- Capacity to be flexible, to prioritise tasks and manage own workload.
- Demonstrated ability to work effectively and collaboratively with a wide range of individuals and groups.
- Ability to deal effectively with the community and media.
- Well-developed written and oral communication skills.
- Helpful and supportive team player.
- Current Victorian drivers licence

10. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.
- Applicants may be required to undergo an Integrity/Psychometric assessment if progressing to the next selection stage.

Acceptance of the Position – Successful Candidate to Complete	
Agreement:	
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.	
Name (Please print):	
Signature:	Date: