Melton City Council

Events Officer

Position Description

PD: 00143

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Events Officer
Directorate	City Life
Business Unit	Healthy Connected Communities
Position Classification	Band 5
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator City Events and Arts
Supervises	Nil
Internal liaisons	• Internal Council Service Departments • Office of the Mayor & Councillors • Executive
External liaisons	• General Public • Event Contractors / Suppliers / Performers • Government Authorities • Emergency Services • Business and business groups • Event Organisers and Community Groups

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. **Child Safe Environment**
   Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe

organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Contribute to the planning and execution of Council's major event program, including large-scale outdoor events, Council's days of significance.
- Work closely with both the community and Council employees to ensure all events are conducted in accordance with Council's policies and procedures.

5. Key responsibility areas

- Deliver events as directed, inclusive of event concept development, logistical and operational planning, post-event review and related activities.
- Identify local community requirements with respect to event development, management and sustainability.
- Deliver and monitor small to large community facing events, event budgets and timelines.
- Provide support where required in the development of Occupational Health and Safety and Risk Management plans and practices to ensure the safety of participants and the public.
- Support the implementation of event strategies, policies, and procedures as required.
- Develop and maintain strong and effective relationships with event stakeholders to support event delivery in the City of Melton.
- Provide advice and support to internal Council stakeholders in the delivery of departmental events to ensure a consistent and professional standard across Council.
- Review event procedures and undertake forward planning to maximising event sustainability.

6. Accountability and extent of authority

- Freedom to act is governed by clear objectives and budgets in consultation with the City Events and Arts Coordinator with frequent prior consultation and regular reporting mechanisms to ensure adherence to plans.
- Ensure all programs, projects or work plans are completed effectively and within the expected timelines.
- Determine and action decisions on routine issues relating to event development and delivery.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Provide professional advice and support to event organisers, internal event organisers, suppliers, contractors and volunteers.

- Applying problem solving and communication skills and techniques, using procedures and guidelines and the application of professional or technical knowledge.
- Determine the best methodologies from a range of available alternatives to deliver, promote and evaluate events and activities that are usually well-defined.
- Ensure that customer queries and complaints are dealt with in a professional and efficient manner.
- Guidance and advice are usually available within time to make a choice.

8. Specialist skills and knowledge

- Understanding of the function of the position within the Council context, including relevant policies, regulations and precedents.
- High level of proficiency in the application of Event Management techniques and tools, including demonstrated understanding of risk management, event compliance, production, administration and emergency management issues related to conducting events and activities.
- Understanding of the principles of events in community development and how this applies within a local context, and appreciation of the long-term goals of the City Events and Arts unit and an appreciation of the goals of Melton City Council.
- Experience with computer software, including Microsoft Word, Excel, PowerPoint, Outlook and Internet technology.
- Working knowledge of audio/visual and PA systems.
- An understanding of Occupational Health and Safety, risk management and risk mitigation practices and application in the planning and delivery of Council managed and run events.

9. Management skills

- Demonstrated event management and organisational skills to support and coordinate events.
- Time management skills including the ability to plan and organise own work, prioritise tasks to ensure the successful delivery of multiple events in the most efficient way possible within the resources available and within a set timetable.
- Make sound judgements and recommendations relating to event development and delivery, including the ability to articulate reasons behind decisions.
- Supervise event suppliers and volunteers, including an understanding of OHS in event management, reporting any observed risk to the Arts and Events Coordinator.

10. Interpersonal skills

- Strong communication skills, including the ability to prepare correspondence, sponsorship proposals, funding submissions, reports, procedures and general documentation.
- Work effectively as a member of a diverse and dynamic team and contribute to an innovative and positive working environment.
- Represent Council in a positive and professional manner at relevant meetings as directed.
- Capacity to work with a diverse range of groups within the community, gaining cooperation and assistance in the administration of well-defined activities.

11. Qualifications and experience

- Tertiary qualification in Event Management or related discipline with little or no relevant work experience or lesser formal qualification with work skills and relevant experience.
- Proven knowledge in event management including creative programming, marketing and promotions, event evaluations, logistics and operations.
- Experience in or knowledge of facilitating community events and projects.
- Current valid Victorian drivers' licence.
- Current First Aid qualification.
- Current working with Children Check.

12. Key Selection Criteria

1. Tertiary qualification in Event Management, Marketing or a related discipline with little or no relevant work experience or lesser formal qualifications with work skills and relevant experience.
2. Demonstrated understanding in planning and executing successful events, including coordination, logistics, marketing, and budget management.
3. Demonstrated ability to engage with and understand the diverse needs of the community with the ability to tailor events to meet those needs effectively.
4. Excellent written and verbal communication skills, with a demonstrated ability to build and maintain positive relationships with both internal and external stakeholders.
5. Capacity to identify and resolve issues during event planning, experience in risk management and emergency response planning.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Healthy Connected Communities	October 2026	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date