



KATHERINE
TOWN COUNCIL

Communication and Events Coordinator

Department: Governance

Business unit: Strategic Communications

Reports to: Manager, Strategic Communications

Position level: Level 7

Position context

This position reports to the Manager of Strategic Communications and manages the planning, coordination and delivery of the Council's events and civic functions.

Council events are a core component of Council's communication and community engagement activities. This role is responsible for leading the end-to-end delivery of events that support Council priorities, strengthen relationships with the community and stakeholders, and enhance Council's public profile.

The position works collaboratively across Council teams and with external stakeholders, partners and service providers to ensure events are well planned, professionally delivered and aligned with Council's Communication and Engagement Plan.

It provides strategic oversight and operational leadership, ensuring events are delivered safely, efficiently, and to a high standard.

This role also contributes to the successful implementation of the Council's broader communication and engagement activities by supporting planning, coordination and delivery as required.

Our Vision

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.

Our Mission

Together, we will work effectively today to shape our exceptional future tomorrows.

Our Values

- Accepting of diversity
- Sense of community
- Respect for people, environment and culture

About the role

Position's key responsibilities	1. Lead the planning, coordination and delivery of Council's annual events calendar, ensuring events are a key component of Council's communication and community engagement activities. 2. Provide end-to-end leadership for Council events, from concept and planning through to delivery, evaluation and continuous improvement. 3. Manage and supervise the Events staff and volunteers, providing direction, mentoring and performance support. 4. Oversee and support all aspects of event delivery, including but not limited to event planning, budgets, procurement, grant-funded activities, contracts, logistics, risk management, safety and legislative compliance. Undertake pre-event planning, post-event evaluation and reporting, and participate in relevant committees and working groups. 5. Assist with community consultation and engagement activities, including but not limited to maintaining and updating Council's website, Have Your Say and other relevant platforms. Support the preparation and publication of Council plans, newsletters, media releases, social media content and other corporate communications. 6. Lead on-the-day delivery of Council events, providing coordination, decision-making and problem-solving as required. 7. Plan and implement communication and marketing activities to promote Council events and maximise community participation. 8. Work closely with other Strategic Communications team members to develop and deliver event-related promotional materials and campaigns. 9. Lead stakeholder engagement related to the planning, promotion and delivery of Council events. 10. Support broader communications and engagement activities when required, including media liaison, writing media releases, content development and on-the-ground stakeholder engagement. 11. Monitor and evaluate event outcomes and contribute to reporting and continuous improvement.
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Organisational responsibilities	1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. Ensure all works that are undertaken, both by self and staff, are done in a safe and practical manner. Ensure necessary Personal Protective Equipment (PPE) are always being worn. 2. To be responsible for ensuring own safety and health and that of other people in the workplace. 3. Develop, implement and maintain the Katherine Town Council's Katherine Town Council Emergency Sub Plan Sub-Plan in the event of a disaster. 4. Foster sustainable, honest relationships with the community and stakeholders 5. Perform and deliver results that align with organisations strategic direction and serve our community. 6. Work in accordance with Council's Vision and Mission statement. 7. Provide excellent customer service through incoming telephone calls, email and front-counter enquiries.
Level of Responsibility	
Authority & Accountability	The exercise of discretion within standard practices and processes may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
Judgment & Problem Solving	Applies sound judgement in carrying out allocated tasks, using established tools, techniques, and methods within defined guidelines. The role includes the ability to resolve routine issues related to day-to-day activities, ensuring smooth and efficient service delivery.
Specialist Knowledge & Skills	Developed through on-the-job experience and workplace induction, with opportunities to further enhance skills through accredited short courses and additional training.
Management Skills	Not required at this level.
Interpersonal Skills	Engages in clear and friendly day-to-day communication with team members and, where required, with members of the public to support effective service delivery.

About you

Experience	• Demonstrated experience leading the end-to-end planning, coordination and delivery of complex community, civic or corporate events, including budgets, procurement, contracts, logistics, risk management and workplace health and safety. • Experience supervising staff and working with diverse internal and external stakeholders to deliver event communications, marketing and community engagement activities
Qualifications	• Tertiary qualification in event management, communications, marketing, public relations or a related discipline, or demonstrated equivalent relevant experience. • Current Northern Territory driver's licence.
Selection criteria	
Essential	• Demonstrated experience leading the planning and delivery of complex events, preferably within a local government or public sector environment. • Proven ability to manage and coordinate multiple events and priorities simultaneously, delivering outcomes on time and within budget. • Demonstrated experience providing leadership and guidance • Strong communication and interpersonal skills, with experience engaging a diverse range of internal and external stakeholders. • Experience planning and implementing communication and event marketing activities to promote events and maximise participation. • Sound understanding of event governance, including budgeting, procurement, risk management and workplace health and safety requirements. • Well-developed organisational, problem-solving and decision-making skills. • Ability to work collaboratively across teams and adapt to changing priorities. • Current NT Drivers Licence;
Desirable	• Experience working in a local government or community-focused organisation. • Experience supporting broader communications or community engagement activities, including media liaison or content development. • Tertiary qualifications in communications, events, marketing, public relations or a related discipline.

ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date:
Financial delegation	\$tba	
Reviewed by:	Manager, People and Culture	
Review date:	23 September 2026	
Approval date:		

Approved by:	CEO
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