Position Description

CORPORATE INFORMATION

Position title	Senior Officer Events		
Directorate	Community Sustainability	**Branch/Section/Unit**	Community & Cultural Services/Community Development
Position number	1952	**Level**	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Coordinator Community Development		
Direct reports	Casual Event staff		
Indirect reports	Contractors/Suppliers/Sponsors/Volunteers		

SCOPE OF POSITION

Position Summary

As the key internal and external liaison officer for events within Council, support the effective planning, coordination and delivery of Council and community delivered events across the Gympie region, ensuring best practice event management, safety and compliance. This position oversees event logistics, operational planning and stakeholder engagement for Council run and sponsored events and provides advice and support to community event organisers.

The position contributes to Council's community development objectives by supporting events that strengthen community connectedness, celebrate local identity, enhance liveability and deliver positive social, cultural and economic outcomes for the region.

Key Responsibilities of the Role

- Act as Council's key liaison and point of contact for event related enquiries from event organisers, community groups, contractors and other stakeholders.
- Provide specialist advice and guidance on event planning, regulatory requirements, permits, approvals, risk management and compliance matters for both Council and community-led events.
- In collaboration with relevant Council business units (e.g. Economic Development and Tourism, Parks, Facilities) develop Council event-related contracts, agreements and sponsorship

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arrangements; monitor compliance with funding conditions, contractual obligations and Council requirements; and evaluate and report on the effectiveness and outcomes of the event.

- Coordinate the planning, delivery and evaluation of Council delivered community events including overseeing logistics, programming, contractors, suppliers, performers, volunteers, ticketing, site operations, risk management and post-event evaluation.
- Work with internal and external event organisers to develop an annual event program that aligns with Council's strategic priorities and community outcomes.
- Oversee complex event applications, enquiries, complaints and issues, identifying and implementing effective solutions.
- Assess event sponsorship, grant and funding applications, providing recommendations and advice to support decision-making.
- Build the capacity of community organisations and event organisers through mentoring, presentations, workshops and the provision of event management advice and resources.
- Collaborate with Communications and Marketing to develop and implement promotional activities and event marketing initiatives including the collation of copy, images and associated logos.
- Contribute to the development, implementation, monitoring and continuous improvement of Council's Events Framework, policies, processes and procedures.
- Other duties required from time to time which would generally fall within the scope of this role.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's license that is current and maintained.
- Working With Children Check Blue Card or ability to obtain a Blue Card.

Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualifications in a relevant field such as Event Management, or equivalent demonstrated experience.
- Demonstrated experience in planning, coordination and successful delivery of large-scale community events and public programs.
- Highly developed event management, project management and risk management skills, including experience in budget development, procurement and contract management.
- Demonstrated knowledge of event permits, approval processes, safety requirements and regulatory compliance.
- Demonstrated experience engaging with community groups, event organisers, businesses, volunteers and other stakeholders to facilitate successful event outcomes.
- High level of initiative, sound judgement and problem-solving skills, with the ability to manage and respond to changing priorities, community needs and stakeholder concerns.

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- Highly developed and resilient interpersonal, communication and customer service skills, including the ability to build and maintain positive stakeholder relationships, negotiate outcomes, manage conflict and provide professional advice to internal and external stakeholders.
- Strong written skills to prepare a range of business communication including reports, briefing notes, funding recommendations, presentations and correspondence, with the proficiency in use of relevant business technologies and software applications.
- Demonstrated ability to work independently while contributing to a collaborative, positive and high performing team culture.

Desirable Knowledge/Skills/Qualifications Criteria

- Demonstrated understanding of event marketing and communications related to community events.
- Local government experience or knowledge of local government roles, funding programs, governance requirements and relevant legislative and policy frameworks.
- Experience coordinating volunteers and working with community organisations, committees and event organisers.

Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case-by-case basis.

- Ability to undertake the physical requirements of the role, including manual handling and event set-up and pack-down activities.
- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Psychosocial Demands of the Position

- Responding to unforeseen operational issues requiring rapid, time critical decision-making.
- Managing difficult interactions, complaints or conflict with stakeholders who may display unreasonable behaviour.
- Exposure to emotionally demanding situations including incident management, event disruptions or public complaints.

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- Potential exposure to emotionally demanding situations including incident management, emergencies, accidents, event disruptions or public complaints requiring immediate response.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

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Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		**Position**	
Signature		**Date**	

Accepted by

Name			
Signature		**Date**	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.

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