Senior Events Officer

Role purpose

To provide high level professional event management support, ensuring the efficient and safe delivery of City of Hobart events and activation programs.

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2024 Municipal Officer Level 3
Position Number	9658
Number of direct reports	0
Responsible for total staff	0
Delegations & Authority	Nil
Budget level	Nil
Network, Group, & Team	Community and Economic Development Network, Creative City Group, Events and Activation Team
Immediate Manager	Coordinator Events and Activation (4239)



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Role accountabilities Key result areas

Corporate

- Working with the Event Producer, coordinate the installation of event equipment to event locations and undertake general maintenance, stock take and storage of event equipment as required.
- Oversee the development, implementation, and delivery of all aspects of the key City of Hobart delivered Events including but not limited to the Christmas Pageant, Summer and Winter Events.
- Develop contract specifications for technical, event infrastructure and event personnel and be responsible for provision, including the sourcing of quotes, purchase orders and payment of invoices in accordance with the City's procurement and finance policies.
- Facilitate community participation City of Hobart delivered events, including operational plans such as event management plans, facilitate group briefings, documentation, and design.
- Oversee the community arts programs associated with City of Hobart delivered events.
- Act as a point of liaison for external and community stakeholders at events and activations.

Group

- Reporting to the Coordinator Events and Activations, prepare, monitor and provide regular budget reports to support the development and coordination of commercial and in-kind partners for key City of Hobart programs.
- Undertake detailed planning and the delivery of assigned events and activations and implement the production schedule, program, event management plan and site plan.
- Take on specialised responsibilities of assigned events and activations including stage management, crowd or event control or site management.

Leadership

- Supervise the safe bump-in, bump-out and operation of technical and production elements of event or activation and undertake Fire Warden duties if required.

Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an

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employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

Selection criteria

Qualifications and Licences

- A Diploma or Higher in Event Management or similar filed coupled with experience in a similar role; **or** significant practical experience in event management, specifically in the areas or producing or directing major events.
- Current Driver Licence.

Essential

1. Demonstrated experience in planning, managing, and delivering events and activations.
2. Demonstrated experience in strong leadership skills including supervising and leading small teams and to provide guidance to contractors on event sites.
3. Demonstrated interpersonal skills and proven ability to communicate and negotiate effectively across all spectrums and levels of the organisation, other government and non-government organisations, business and the general community.
4. Experience working with a team, in a dynamic and fast paced environment with demonstrated ability to exercise judgement and resolve issues with members of the public and other team members.
5. Demonstrated time management skills with the ability to be flexible and take instruction.
6. Physically capable of working for long periods of time on event sites and in a range of weather conditions, together with a level of fitness to move and lift event equipment and infrastructure.
7. A good understanding of Workplace Health and Safety issues affecting event coordination.
8. Proven ability to work with and communicate effectively with diverse groups with a sound understanding of accessibility requirements of events.
9. Ability to self-reflect and demonstrate organisational value and behavioural standards.

Desirable

- Competencies in:
  - HLTAID011 Provide First Aid
  - HLTAID010 Provide basic emergency life support
  - HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)
- Fire Warden Training.

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Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Medium Risk.
3. Current Registration to Work with Vulnerable People.

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values

People

We care about people – our community, customers and colleagues

Focus & Direction

We have clear goas and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community

Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.

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