

Position Description



Events Officer

Position Title:	Events Officer
Classification:	Band 5
Directorate:	Sustainable Communities
Department:	Arts, Culture and Community
Approved by:	Manager, Arts, Culture and Community
Date approved:	July 2026

1. Position Overview

The Events Officer plays a key role in supporting and enabling community-led events and delivering Council's events program. The position supports Council's event funding streams. It guides event organisers through Council processes and requirements, coordinates engagement and evaluation activities, and project manages assigned events. Through collaboration with event producers, groups, stakeholders, and internal services, the role helps create high-quality event experiences that contribute to a diverse calendar. The role sits within Council's Events and Cultural Venues unit.

2. Position Objectives

- Act as the primary contact for event organisers, community groups, suppliers, contractors and internal stakeholders involved in Council funded, supported and assigned events, providing timely advice and guidance on planning, risk and emergency management, permits and Council requirements within established policies, referring matters requiring approval, negotiation or variation to the Team Leader, Events, and working with marketing and communications staff on event notification and promotion.
- Coordinate and deliver assigned events from planning through to bump out in line with project plans, budgets and timelines set by the Team Leader, Events; preparing event, risk and emergency management plans for review and approval by the Team Leader; maintaining project plans, schedules, registers, budget trackers and event records in Council systems; coordinating internal stakeholders and cross-Council services.
- Act as on-site supervisor for events organised by the Events and Cultural Venues unit, including casual staff, contractors, suppliers and volunteers in accordance with the approved event plan and run sheet, overseeing site inspections, bump in, event delivery, bump out and pack down, ensuring sites are returned to a safe and compliant condition, and escalating any matter outside

the approved plan to the Team Leader, Events.

- Monitor and evaluate assigned events through surveys, stakeholder feedback and attendance data, and contribute to post-event reports, debriefs and future event planning.
- Support the administration of permit requirements attached to Council funded, produced and supported events, ensuring permit obligations are identified, documented and monitored.
- Contribute ideas and market insights to Council's programming and support the delivery of Council-produced events. These can include summer, civic, commemorative, major and seasonal programming across outdoor spaces and cultural venues, liaising with artists, performers, agents, producers and companies to give effect to programming decisions, administering delegated agreements and acting as the day-to-day contact from confirmation through to completion.
- Apply working knowledge of event technology and digital platforms used across the sector, including event management and permit systems, booking systems, customer relationship management platforms, ticketing platforms and online forms.
- Ensure assigned events comply with relevant legislation, regulations, codes, standards and Council policies, including occupational health and safety and child safety requirements, by identifying and acting on hazards, incidents and near misses and briefing contractors, casual staff and volunteers on safe working practices and site-specific risks.
- Contribute to the continuous improvement of the Events and Cultural Venues unit through the development and maintenance of administrative systems, templates, records, reporting processes, policies and procedures, and participate in ad hoc projects and initiatives as required.
- Provide event-related advice and operational support to other directorates within established policies and approved event frameworks.

3. Organisational relationships

Internal	External
Managers, Coordinators, and Staff	• Community members • Event organisers • Community and cultural organisations • Other councils and State Government agencies
Reports to:	
• Team Leader, Events	
Supervises	
• Contractors, suppliers and casuals engaged for assigned events	

4. Position Characteristics

Accountability and Extent of Authority

May supervise resources, other employees or groups of employees and/or provide advice to or regulate customers and/or give support to more senior employees.

Where the prime responsibility is for resource supervision, freedom to act is governed by clear objectives and/or budgets, frequent prior consultation with more senior staff and regular reporting mechanisms to ensure adherence to plans.

Where prime responsibility is to provide specialist advice to customers, or to regulate customers, freedom to act is subject to close supervision or to clear guidelines. The effect of

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



www.hobsonsbay.vic.gov.au

facebook.com/HobsonsBayCityCouncil

twitter.com/HobsonsBayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018



decisions and actions taken on individual customers may be significant, but decisions and actions are always subject to appeal or review by more senior Employees.

Where prime responsibility is to provide direct support and assistance to more senior employees, freedom to act is not limited by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of employees being supported.

Judgement and Decision Making

Objectives are usually well defined, but a particular method, technology, process or equipment used must be selected from a range of available alternatives. Work may involve solving problems, using procedures, guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.

Problems are occasionally complex or technical with solutions not related to previously encountered situations and some creativity and originality is required. Guidance and advice would usually be available within the time required to make a choice.

Specialist Skills, Knowledge and Experience

Supervisors require understanding of relevant technology, procedures and processes used within their operating unit.

Specialists and employees involved in interpreting regulations require an understanding of the underlying principles involved as distinct from the practices.

Support employees require understanding of role and function of senior employees to whom they provide support, understanding of long-term unit's goals, and an appreciation of wider organisation.

Understanding of function of position within organisational context, including relevant policies, regulations and precedents.

Management Skills

Managing time, setting priorities and planning and organising own work and that of other employees to achieve specific and set objectives in the most efficient way within the resources available and within a set timetable.

Where supervision is part of the job, an understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

Interpersonal Skills

Ability to gain co-operation and assistance from customers, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.

Employees will be expected to write reports in their field of expertise and/or to prepare external correspondence.

Qualifications and Experience

Skills and knowledge needed for entry to this Band are beyond those normally acquired through completion of secondary education alone, and might be acquired through completion of a degree or diploma course with little or no relevant work experience, or through lesser formal qualifications with relevant work skills, or through relevant experience and work skills commensurate with the requirements of the work in this Band.

5. Key Selection Criteria

- Relevant qualification in event management, arts and cultural management, project

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



www.hobsonsbay.vic.gov.au

[facebook.com/HobsonsbayCityCouncil](https://www.facebook.com/HobsonsbayCityCouncil)

twitter.com/HobsonsbayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018



management or a related discipline, or equivalent demonstrated experience in event planning and delivery.

- Demonstrated experience delivering events end to end, including acting as on-site event manager, and coordinating contractors, suppliers, casual staff and volunteers.
- Demonstrated project coordination skills, including the ability to create and maintain project plans, run sheets, budgets, task registers and risk registers, and to deliver to time and budget.
- Understanding of the requirements for permitting events, markets, and filming in public space, and the ability to assess permit applications against guidelines.
- Demonstrated ability to contribute to identification, preparation and implementation of event risk and emergency management plans, and to work within occupational health and safety and child safety requirements.
- Highly developed written and verbal communication skills, with a demonstrated ability to build relationships with community groups, event organisers and internal stakeholders from diverse backgrounds.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Satisfactorily pass a national police check (and where necessary an international check)
- Required to secure a Working with Children Check
- Require current Victorian Driver's Licence (or ability to travel between required work locations in a timely fashion).

Physical

Daily work will be performed in indoor and outdoor environments, as such:

- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You will be exposed to conditions normally encountered in indoor and outdoor environments.
- Successful applicants must undertake a physical assessment to ensure they meet the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



www.hobsonsbay.vic.gov.au

[facebook.com/HobsonsBayCityCouncil](https://www.facebook.com/HobsonsBayCityCouncil)

twitter.com/HobsonsBayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018

