



POSITION DESCRIPTION

PART 1 – POSITION DETAILS

Position Title:	Events Coordinator
Classification Level:	QLGIA (Stream A) Division 2, Section 1 - Level 6
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	July 2026
Position Purpose:	Be responsible for the successful implementation and coordination of all Council - approved events including but not limited to: • The biannual Winds of Zenadth Cultural Festival • Remembrance and Anzac Days events, • Other annual holiday, cultural ceremonies and event celebrations • Dignitary visits and associated events • Cruise Ships visits and events • Promotional events • Other authorised special events.
Reports To (Position Title):	• Manager Corporate & Community Services.
Roles Reporting To This:	• Staff seconded to assist for events • Volunteer staff.
Key Relationships / Interactions:	• Mayor • Chief Executive Officer • Manager Corporate & Community Services • Other Council Directors, staff and volunteers • Event contractors, entertainers, presenters • Relevant Government Departments and Agencies • Community group leaders and members of the public.

PART 2 – KEY RESPONSIBILITIES

Key Result Area	Major Tasks
Job Specific Responsibilities	1. Be Council's public relations interface for all Council-approved events. 2. Successfully deliver all Council-approved events, meeting established standards and expectations. 3. Maintain friendly, professional relationships with external organisations, funding bodies, internal staff and volunteers. 4. Develop, coordinate, implement and promote all approved Council events including the biannual Winds of Zenadth Cultural Festival. 5. Coordinate approved workplace functions. 6. Liaise with Council's Communications Officer to optimise use of digital and traditional media to maximise event promotion and community awareness. 7. Provide coordination and administrative support for Council sub-committees, including the Tourism and Youth Council and other relevant external committees.



	8. Establish and maintain a casual pool of events team members and volunteers. 9. Develop and maintain an events database of active and potential funding sources and initiatives. 10. Explore and seek new Grant funding opportunities, available sponsorships, and other sources to strengthen the success of Council events. 11. Stay informed on current trends, best practice, and innovations in contemporary event management. 12. Monitor expenditure and provide regular updates and required reports to the Director Corporate & Community Services and the Chief Executive Officer. 13. Ensure an appropriate level of professionalism and performance standards in all daily work.
Supervisory Responsibilities	1. Lead, encourage, and foster a team-oriented approach among all event participants and volunteers. 2. Actively participate in team-based activities, providing support and collaboration to achieve collective goals. 3. Routinely demonstrates excellent organisational skills to effectively meet goals and objectives within set timeframes.
Communication & Interpersonal Responsibilities	1. Communicate effectively across all levels of the organisation, including with the Mayor, Councillors, Directors, team members, operational staff, Government Agencies, and the public. 2. Clearly and consistently communicate performance standards and expectations to team members. 3. Use both formal and informal communication methods appropriate to stakeholder needs. 4. Ensure service delivery and interactions with Council's customers and stakeholders are efficient, courteous, and customer focused. 5. Resolve immediate issues and proactively mitigate potential risks in a professional manner. 6. Comply with Council's Code of Conduct.
Legislative Responsibilities	1. Administer and monitor auditable programs in accordance with the requirements of related Acts and Regulations. 2. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures. 3. Observe Council's policies and procedures to ensure compliance with all relevant Legislation, including but limited to: • <i>Local Government Act 2009</i> • <i>Local Government Regulations 2012</i> • <i>Human Rights Act 2019 (QLD).</i> • <i>Public Sector Ethics Act 1994.</i> • <i>Industrial Relations Act 2016</i> • <i>Workplace Health and Safety Act 2011.</i> • <i>Workplace Health and Safety Regulation 2011.</i> • <i>Workers Compensation and Rehabilitation Act 2003</i> • <i>QLD Crime and Corruption Act 2001</i> • <i>Commonwealth Disability Discrimination Act 1992.</i> • <i>Commonwealth Age Discrimination Act 2004.</i> • <i>Commonwealth Racial Discrimination Act 1975</i> • <i>Commonwealth Sex Discrimination Act 1984</i> • <i>Environmental Protection Act 1994.</i> • <i>Environmental Protection Regulation 2019</i> • <i>Equal Opportunity in Public Employment Act 1992.</i>



	• <i>Anti-Discrimination Act 1991.</i> • <i>The Public Records Act 2023.</i> • <i>Public Interest Disclosure Act 2010.</i>
Workplace Health and Safety Responsibilities	1. Assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. 2. Will comply with all lawful, reasonable instructions given by his or her Manager and / or Supervisor. 3. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
Confidentiality and Privacy	1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment. 2. Ensure compliance with: • <i>Right to Information Act 2009</i> • <i>Information Privacy Act 2009</i>
Environmental Responsibilities	1. Comply with Council's Policies and Procedures to assist in the elimination and prevention of the risk of environmental harm due to the workplace or workplace activities 2. Assist to ensure that Council's strategic and operational activities are planned and conducted in such a manner as to minimise, and where possible avoid, adverse effects on the environment and social surroundings.
Financial Responsibilities	1. Comply with Council's Procurement Purchasing Policy to ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended. 2. Control and monitor Council's event Coordinator process including sourcing, managing and acquitting program and reporting processes. 3. Assist with preparation, control and monitor the financial budget and operation plans for the Community Services section including event coordination in accordance with the relevant financial policies and procedures subject to direction by the Manager Community services.

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
1. Experience in Event Coordination and community liaison in a relevant supervisory position in a medium sized organisation to fulfil the requirements of role specification responsibilities. 2. Demonstrated ability to successfully engage multiple stakeholders from volunteer to professional levels. 3. Demonstrated ability to implement and maintain high levels of service delivery. 4. Demonstrated capability to be able to travel at short notice for grant submissions, presentations etc if required. 5. Demonstrated ability to effectively and sensitively balance different stakeholder interests. 6. Demonstrated ability to develop and implement process improvement initiatives. 7. Demonstrated high level of communication, negotiation and interpersonal skills and proven ability to manage and interface in the public and private sector environments. 8. Ability to develop and motivate work teams and workplace health and safety requirements. 9. Possession of a current 'C' Class Open Driver's License

Technical Skills & Abilities

1. Sound project planning, coordinating and organisational skills.
2. Demonstrated capacity to plan workload, achieve set goals and meet deadlines.
3. Excellent interpersonal and verbal communication skills.
4. Significant working knowledge of relevant Torres Shire Council operations and procurement procedures.
5. Good understanding and knowledge of Local Government legislative framework.
6. A sound level proficiency in report writing and demonstrated ability to produce logical, plain English and professional written communication.
7. Good practical knowledge of workplace health and safety requirements including risk assessment.
8. Good understanding of issues relating to governance.
9. Ability to work after hours and weekends as required.

PART 4 – SELECTION CRITERIA**Essential Skills, Experience & Qualifications**

1. Demonstrated skills, knowledge, and experience relevant to the responsibilities of the *Events Coordinator* role.
2. Relevant qualifications or training that support the position.
3. Proven ability to plan, coordinate, and successfully manage events within a Council environment.
4. Knowledge of *Ailan Kastom* and the ability to incorporate cultural practices into event planning.
5. Ability to contribute to performance improvement initiatives and enhance service delivery across Council.
6. Experience in identifying and implementing process improvements to achieve better outcomes.
7. Excellent communication, negotiation, and interpersonal skills, with the ability to engage effectively with both public and private sector stakeholders.
8. Ability to lead and motivate teams, while applying employment equity, anti-discrimination, and workplace health and safety practices.
9. Strong organisational skills, with the capacity to plan workloads, prioritise tasks, achieve goals, and meet deadlines.
10. Understanding of change management and the ability to support organisational initiatives.