

Position Description

POSITION	Events Facilitation Officer	
REPORTS TO	Economy & Place Coordinator	
DIRECTORATE	Sustainable Environment & Economy	
BRANCH	Economic & Environmental Planning	
CLASSIFICATION	Grade 6	
STAFF	The incumbent may be required to supervise contractors and/or consultants	
CONTACTS	Internal Councillors and Mayor General Manager and staff at all levels Council Committees	External Event Organisers Arts and community organisations Business owners Community members

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

To provide a central coordination and relationship-management point for external events held on Council-owned or managed land. The position provides event organisers with a concierge-style service while coordinating Council's internal operational response, ensuring responsible officers, actions, dependencies and deliverables are effectively managed from initial planning through to event delivery and review.

Support event activation by identifying and coordinating targeted small-scale activation opportunities that maximise the broader community, economic and place-based value of externally organised events.

Facilitate collaboration between event organisers, venues, business groups, destination partners and Council to support effective event planning, operational readiness and coordinated delivery outcomes, with a particular focus on Council's Easter 2027 planning and coordination activities.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation. It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

Internal Council Coordination

- Coordinate and oversee Council activities and deliverables associated with external events.
- Identify relevant internal stakeholders and responsible officers for each event and establish clear responsibilities, actions and timeframes.
- Monitor the progress of Council activities required to support the event and follow up outstanding actions with responsible officers.
- Ensure relevant Council workstreams are coordinated, including as applicable:
 - event approvals and conditions;
 - use of Council land and facilities;
 - traffic and transport management;
 - waste management;
 - public safety and emergency management;
 - accessibility;
 - environmental considerations;
 - communications, community notifications and stakeholder engagement;

- risk management and mitigation measures;
- Escalate delays, unresolved issues, competing requirements or significant event risks to the appropriate Council officer or manager.

Planning Meetings and Stakeholder Management

- Facilitate event planning and coordination meetings, including administrative and secretariat support, involving relevant internal Council staff and/or internal working groups and provide
- Prepare meeting agendas that focus on key decisions, risks, dependencies, outstanding actions and delivery milestones.
- Maintain effective working relationships across Council to support timely and coordinated event delivery.
- Where appropriate, facilitate meetings between event organisers and Council technical or operational specialists.
- Coordinate engagement between event organisers, venues, business groups, destination partners and relevant Council staff to identify operational requirements and issues that may impact successful event delivery.
- Support early identification of traffic, transport, public safety, waste, crowd management and visitor servicing requirements associated with major events and related activations.

Performance Monitoring

- Monitor progress of all Council deliverables, confirming that responsible officers are meeting deadlines and addressing emerging tasks.
- Implement tasks and follow up on incidental work arising from discussions with Event Managers or internal teams.
- Contribute to post-event evaluations and continuous improvement of Council event management processes.

Event Activation

- Identify opportunities for Council to complement significant events through place activation, visitor information, transport initiatives, wayfinding, business participation and public realm improvements.
- Support the coordination of small-scale Council-supported activations associated with significant events, such as temporary public-space activations; local business participation; community displays or activities; wayfinding and precinct presentation.

Lessons Learned / Risk Identification

- Identify emerging event-related opportunities and risks at an early stage and facilitate appropriate planning discussions across Council and key stakeholders.
- Escalate matters where anticipated attendance, visitor movements or associated activations may require additional operational, safety, transport or public amenity responses.

Records and Administration

- Maintain accurate, complete and accessible records of event correspondence, meetings, decisions, actions and Council commitments.
- Ensure event documentation is stored in accordance with Council records management requirements.
- Contribute to the development and continuous improvement of event procedures, templates, checklists, guidance material and internal workflows.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.
- Develop and report on project budgets and annual budgets, as required.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Apply human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

Qualifications

- Tertiary qualifications in event management, project management, arts and culture, or a related field, or equivalent demonstrated experience.
- Current Working with Children Check (to be provided prior to employment commencement).

Experience

- Experience in project and event management and the delivery of events in public spaces.
- Experience managing contracts, working with contractors and local government staff.
- Experience co-ordinating, monitoring and evaluating arts and cultural initiatives and events.

Knowledge

- Understanding of local government processes and frameworks, including compliance, approvals, and stakeholder consultation for public events.
- Familiarity with systems and tools used for event planning, reporting, communications, and data-informed decision-making.
- Understanding of community, arts and cultural sectors, with the ability to identify and contribute to opportunities that enhance public events and Council objectives.
- Sound knowledge of arts engagement and cultural practices.
- Awareness of Aboriginal and Torres Strait Islander arts and contemporary cultural practices.
- Understanding of risk management requirements and procedures

Competencies

Demonstrated ability to:

- Develop and implement Council policies, plans, services and projects relating to events.
- Identify opportunities to improve systems, processes, and service delivery.
- Develop and maintain strategic partnerships.
- Analyse complex information and make sound recommendations.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy, complex environment.

- Apply interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Effectively use information technology.

Selection Criteria

Essential Criteria

- Tertiary qualifications and experience in project or event management, or in the arts and cultural sector.
- Strong project management skills, including planning, coordinating tasks, monitoring progress, and ensuring timely completion of deliverables.
- Ability to lead and coordinate cross-team activities to achieve operational objectives.
- Demonstrated experience in creative activation of the public domain.
- Proven stakeholder engagement and relationship management skills with internal and external partners.
- Demonstrated ability to work collaboratively with a range of stakeholders and coordinate activities across multiple organisations and interest groups.
- Experience managing external contractors and ensuring compliance with contractual obligations.
- Excellent interpersonal and communication skills with the ability to communicate effectively with key stakeholders including arts and cultural practitioners, the community, Councillors, management, staff and volunteers.
- Experience preparing reports and documenting outcomes, recommendations, and learnings.
- Understanding of risk management and compliance requirements in the context of large-scale public events.
- Current Drivers Licence.

Preferred Criteria

- Understanding of local government processes and procedures.
- Experience managing contracts and contractors, including ensuring compliance, meeting milestones, and maintaining professional relationships with multiple stakeholders.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Economy & Place Coordinator

SIGNATURE:

People and Culture use:

National Criminal History Check ☐ Working with Children Clearance ☐

Functional Health Assessment ☐ Immunisations ☐