Melton City Council

Senior Events Officer

Position Description

PD: 00093

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Senior Events Officer
Directorate	City Life
Business Unit	Healthy Connected Communities
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator City Events and Arts
Supervises	Nil
Internal liaisons	• Internal Council Service Departments • Office of the Mayor & Councillors • Senior Leadership Team • Executive Leadership Team
External liaisons	• General Public • Event Contractors / Suppliers / Performers • Government Authorities • Emergency Services • Businesses and business groups • Event Organisers and Community Groups • Sponsors

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- To contribute to the planning, delivery and evaluation of Council's community events program.
- To facilitate and develop strong community partnerships to support community event management to enhance the cultural and social fabric of the community, ensuring safety, and compliance with Council policies and procedures.

5. Key responsibility areas

- Oversee and deliver all aspects of the event lifecycle within agreed budgets, framework and timeframes.
- Identify and evaluate local community needs related to event management and development, providing tailored support and recommendations to enhance the delivery and effectiveness of community events.
- Assess community event applications and permits, providing specialist advice and guidance to ensure compliance with Council policies, regulations and safety practices.
- Support the implementation of event strategies, policies, and procedures.
- Assist and support local community groups and businesses in staging safe and successful events with advice on permit requirements, event logistics, and best practice event delivery.
- Develop and maintain strong relationships with key stakeholders, including community organisations and internal departments, to ensure collaborative event delivery.
- Provide advice and support to internal Council stakeholders in the development and delivery of internal and external events to ensure a consistent and professional standard across Council.
- Provide input into the development of strategies and guidelines to enhance the overall effectiveness and sustainability of community events.
- Assist with the delivery of other community events and projects within the City Events and Arts team as appropriate.

6. Accountability and extent of authority

- Achieve Key Performance Indicators, standards, and benchmarks for community and Council events are met and exceeded.
- Freedom to manage resources is governed by clear objectives and budgets with a regular reporting mechanism, the effect of actions taken is usually limited to the quality or cost of programs or projects.

- Exercise authority in implementing and adhering to established policies and procedures with the responsibility for continuous improvement.
- Capable of providing formal input into policy development within the area of expertise.
- Exhibit a strong dedication to Work Health and Safety (WHS) accountability by adhering to pertinent WHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Perform usually specialised work through the application of methods, procedures and processes developed from theory or precedent.
- Utilise professional knowledge and previous experience to determine the best methods for delivering, promoting and evaluating events.
- Ability to develop or improve methods and techniques based on previous experience and applying these techniques to new situations to solve problems.
- Guidance and advice are usually available.

8. Specialist skills and knowledge

- Advanced proficiency in event management techniques, including risk management compliance and emergency management planning.
- Understanding of community development principles and their application within local contexts with an understanding of long-term goals of the business unit and an appreciation of the goals and policies of Melton City Council.
- Strong administrative and organisational skills with experience in managing complex event logistics, budget techniques and stakeholder relationships.
- Strong understanding of Occupational Health and Safety, risk management and mitigation practices and application in the planning and delivery of events.
- Familiarity with relevant budgeting techniques.

9. Management skills

- Demonstrated event management and organisational skills to support and coordinate events.
- Time management skills including the ability to plan and organise own work, prioritise tasks to ensure the successful delivery of multiple events in the most efficient way possible within the resources available and within a set timetable.
- Make sound judgements and recommendations relating to event development and delivery, including the ability to articulate reasons behind decisions.
- Supervise event suppliers and volunteers, with an ability to implement personnel practices such as Equal Employment Opportunity and Occupational Health and Safety.

10. Interpersonal skills

- Strong verbal and written communication skills, including the ability to prepare correspondence, sponsorship proposals, funding submissions, reports, procedures and general documentation.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Demonstrated ability to liaise with counterparts in other organisations to discuss specialist matters

and with other employees within Council to resolve intra-organisational problems.

- Capacity to work with a diverse range of groups within the community.

11. Qualifications and experience

- Tertiary qualification in Event Management or related discipline with some relevant experience, or lesser formal qualifications with proven substantial experience in event management.
- Experience in event planning and delivery with a focus on adherence to OHS standards and risk management practices.
- Experience in community engagement and project facilitation.
- Current valid Victorian drivers' licence.
- Current First Aid and CPR qualification.
- Current Working with Children Check.

12. Key Selection Criteria

1. Tertiary qualification in Event Management or related discipline with some relevant experience, or lesser formal qualifications with proven substantial experience in event management.
2. Demonstrated track record in planning and executing successful events, including coordination, logistics, marketing, and budget management.
3. Demonstrate the ability to engage with and understand the diverse needs of the community with a proven track record of tailoring events to meet those needs effectively.
4. Excellent written and verbal communication skills, with a demonstrated ability to build and maintain positive relationships with both internal and external stakeholders.
5. Capacity to identify and resolve issues during event planning and delivery, including risk management and emergency response, with capability to adapt to dynamic situations.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Healthy Connected Communities	January 2026	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date