

POSITION DESCRIPTION

Events Officer Civic Events
(POS2845)

Directorate:	Community and Lifestyle	Department:	Civic and Executive Services
Position Grade:	Grade 9	Reports to:	Manager Civic and Executive Services
Last review:	June 2026	Next review:	June 2030
		Version No.:	1.0

Position purpose:

The Events Officer (Civic Events) is responsible to support the end-to-end creative, production, and delivery of Council's civic events program, which includes but is not limited to: Mayoral Receptions, park openings, community and commemorative events, official functions, ceremonial occasions, business events and Council's Australian Citizenship program.

This role is required to support the delivery of an annual program of events, as well and work cross functionally across Council and community to identify and leverage event opportunities and foster collaboration to economise and optimise the calendar of events and improve our event offerings.

Key accountabilities/responsibilities:

Responsible to support:

- 1) **Event planning and management:** Responsible to support the end-to-end creative, production, and delivery of Council's civic events program that includes developing and implementing event plan, managing budgets and overseeing all aspects of event production
- 2) **Creative direction:** Support the creative direction of the civic events program, develop event themes, concepts and creative elements,
- 3) **Production:** Support event logistics, including venue selection, equipment hires, staffing and vendor management.
- 4) **Risk management:** identify and mitigate potential risks relating to public safety, security and crowd management and egress.
- 5) **Stakeholder engagement:** Build and maintain effective relationships with event partners, community leaders, and groups, local business and other stakeholders.
- 6) **Relationship development:** Engage, host (event) and build positive working relationship with City stakeholders, profile individuals, foreign and domestic political dignitaries, State, Federal, International Government agencies and ministerial offices.
- 7) **Post event evaluation:** Support the production of post event reviews to assess the event success and identify areas for improvement.
- 8) **Financial management:** Support the Civic program budget including cost estimates, sourcing quotations, payment delivery and budget reconciliation.
- 9) **Protocols:** Obtain and administer protocol guidance and advice to internal and external stakeholders.
- 10) **Strategic:** Contribute to the strategic vision and development of the events program, foster collaboration across Council departments and external parties to leverage opportunities to economise and optimise the calendar of events and improve our event offerings. Proactively collaborate with Council's major events unit to develop capabilities and ensure complimentary program delivery.
- 11) **Diplomacy:** Exercise confidentiality, discretion, sensitivity on politically and culturally sensitive matters.
- 12) **Administration:** Responsible for database management, support the development of graphic design and marketing, issuing of invitations and RSVPs, record keeping, development of Council Policy and procedure documentation.

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- 13) **Master of Ceremonies:** Act as a master of ceremonies for events, ceremonies and functions.
- 14) **Leadership:** Support, guide and build capabilities within the Community and Lifestyle directorate to enable the delivery of service needs.
- 15) Other duties as directed

Decisions made in the position:

- 1) Support the development and delivery of the Civic Program calendar, and business events, within allocated budget.
- 2) Supervision of contractors, suppliers, volunteers and staff within project management framework for an event and onsite.
- 3) Expenditure within delegation

Decisions referred:

- 1) Matters of significant strategic impact
- 2) Issues of potential political importance
- 3) Expenditure outside of delegation
- 4) Approval of final event plan, including look & feel, site plan and event model
- 5) Changes to projects and overall agreed work program (event brief)
- 6) Marketing campaign strategy

Key issues/challenges:

- 1) Supporting the development and delivery of the Civic Program calendar within allocated budget
- 2) Ability to adapt and reprioritise to meet the demanding and changing business needs, and challenges from key stakeholders
- 3) Providing accurate reports, statistics and updates as required, on program status to ensure timely and effective delivery.
- 4) Exercising confidentiality, discretion, sensitivity on politically and culturally sensitive matters
- 5) Promote a positive and professional image of Council through representation at high-profile events, ceremonies and functions
- 6) Ability to work outside of core hours to business and program delivery needs.
- 7) Undertaking other duties to ensure the Civic program is delivered in a timely and effective manner.

Key working relationships:

- Director Community and Lifestyle
- Manager Cultural Venues and Events and Strategic Events Lead
- Managers City Economy, Project delivery, Library and Museum, Community and Recreation, Children's Services, Liverpool Powerhouse
- Communications and Marketing unit
- Mayor and CEO's Office
- Internal staff across Council
- External Stakeholders – Community leaders and groups, business leaders and residents.
- External stakeholders – Mayor, Councillors Members of Parliament and their Office/s, Government agencies.

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in event management, project management, protocols or business management and/or equivalent industry experience.
- Current Class C Drivers Licence.

Experience

- Experience in the end-to-end development and delivery of events.
- Demonstrated experience in managing multiple, and complex projects in a high-pressured environment
- Experience working in a political environment with the ability to retain a positive and focussed attitude
- Ability to produce high quality work, within strict deadlines, with the ability to prioritise, multitask and work with minimum supervision.
- Experience in database management and reporting.
- Superior oral and written communication skills, including public speaking experience.
- Ability to travel and attend to events and functions outside of core business hours.
- Demonstrated delivery of continuous improvement, reviewing practices, identify and implement change to increase productivity and output.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- High level interpersonal skills and the ability to engage with high profile guests and political dignitaries.
- Knowledge of event protocols.
- Understanding of statutory requirements, including WHS, risk and safety.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Understanding of Government protocols
- Experience delivering civic and/or ceremonial events with attendance of special guests and dignitaries
- Experience with Council software and reporting systems e.g. Content Manager.
- Awareness of the Local Government Act 1993.
- Ability to work outside standard Council working hours on a regular basis as required.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous