EVENTS COORDINATOR
POSITION DESCRIPTION

Department:	Chief Executive's Office
Unit:	Marketing & Place Activation
Section:	Events
Reports To:	Manager, Marketing & Place Activation The Position is also expected to work in collaboration with other staff across the organisation.
Direct Reports:	Nil.
Classification:	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 4
Special Conditions:	This role is required to organise and attend all Council events, including those events which are held outside of normal working hours.

PURPOSE

To provide overall coordination, organisation and delivery of the Council's Events, undertaken, coordinated or auspiced through the City of Norwood Payneham & St Peters.

KEY RESPONSIBILITIES

COORDINATION AND ORGANISATION OF EVENTS

- Coordination of all Council Events including, but not limited to:
    - Australia Day
    - Concerts in the Park;
    - St Peter's Fair;
    - Fashion on Parade;
    - Norwood Christmas Pageant;
    - Twilight Market & Christmas Carols;
    - Cultural Heritage events;
    - Community Arts events;
    - Youth events;
    - Volunteer Functions;
    - Citizenship Ceremonies; and
    - Civic Events as required.

EVENT RISK MANAGEMENT PLANS

- Review and update where required and implement Risk Management Plans for all Council events, in accordance with the Council's Risk Management Framework, ensuring that Risk Management Plans are:
    - developed in consultation with relevant stakeholders;
    - communicated to all relevant stakeholders; and
    - reviewed and updated prior to each event.

EVENT PROJECT TEAMS

- Contribute to Event Project Teams to ensure the timely and appropriate delivery of Council events.
- Supervise Volunteers and contractors during events.

EVENT BUDGETS

- Coordinate all Council's annual events within the allocated event budget.

EVENT OPERATIONS

- Coordinate and manage all Council events in accordance with relevant policies, procedures and regulatory requirements.
- Coordinate operational requirements associated with Council events, including road closures, event infrastructure and contractor management.

COMMUNITY PARTICIPATION

- Develop opportunities and activities which foster and encourage community participation and generate community support for the Council's annual events.

EVALUATION OF EVENTS

- Undertake an evaluation of each of the Council's events, including reviewing and reporting against the objectives of the various events.

GENERAL

- Prepare reports as required and as directed by the Manager, Marketing & Place Activation, for the Council and relevant Committees.
- Provide support and assistance in relation to Council and Community events, if required and as directed by the Manager, Marketing & Place Activation

SELECTION CRITERIA

ESSENTIAL CRITERIA

KNOWLEDGE

- An understanding of the events environment relevant to South Australia
- Sound knowledge of the management, procedures and processes required to initiate, develop implement a range and style of events and sponsorship packages.

SKILLS

- Good written communication skills.
- Report writing skills.
- Excellent organisational and time management skills.
- Highly developed event management skills.
- Highly developed community consultation skills.
- Highly developed planning skills.
- Good administrative skills including proficiency in Microsoft Office.

EXPERIENCE

- Experience in the development, coordination and implementation of significant events.

PERSONAL ATTRIBUTES

- Excellent verbal communication.
- Ability to communicate effectively both in large group situations and on a one-to-one basis.
- Ability to convey a professional image at all times.
- Ability to manage competing deadlines and work well under pressure.
- Ability to assess what is required to be accomplished and to proceed on one's own.
- Undertakes a collaborative approach to tasks and decision making.

DELEGATION & AUTHORITY

- Recruitment and supervision of volunteers as required.
- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

JOB REQUIREMENTS

- This role is required to organise and attend all Council events, including those events which are held outside of normal working hours.

DESIRABLE CRITERIA

- Tertiary qualifications in Event Management.
- Sound knowledge of the operations and services of Local Government.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Current drivers licence
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers

- Prioritise safety in the workplace.
- Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Comply with legislation, policies, procedures and participate in WHS training.
- Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Use tools and equipment correctly to protect the health and safety of yourself and others.
- Ensure you are medically and physically fit to undertake the requirements of your position.
- Follow reasonable safety instructions.
- Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

_____
Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

READ & AGREED TO BY:

_____
Insert Name of Incumbent.
POSITION TITLE
Date _____