

Position information

Position Title:	Events and Filming Officer
Classification:	Band 6
Reports to:	Recreation and Events Coordinator
Division:	Environment, Recreation and Infrastructure
Department:	Open Space and Recreation

Our strategic context

Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected and creative experience for all.

How we work together

Our values and behaviours underpin all the work we do and are the foundation for the development of One Bayside.

We hold ourselves and each other accountable to our shared values and behaviours of **Respect Each Other, Own It, Work Together** and **Find Better Ways**.

Position Purpose

The key purpose of the Events and Filming Officer role is to establish Bayside as a sector leading events and filming destination. The position is responsible for encouraging a strong sense of community and pride through the delivery of Christmas Carols in the Park, Council's event suite and administering Bayside's events and filming permit processes.

Position – Key Functions, Accountabilities & Outcomes

Key Functions	Accountabilities	Outcomes
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<p>Oversee the delivery of Council's major events portfolio.</p>	<ul style="list-style-type: none"> • Develop contract specifications relating to Council events including the setting of performance measures. • Work in partnership with Council's elected Event Management Companies to deliver Council's major events. • Supervise and monitor event management contractors to ensure full compliance with the agreed service contract. • Support the acquisition of new filming, events, and festivals in Bayside. • Monitor and report on performance of contractors and events delivered by Council. • Develop strategies, policies and procedures relating to the events and filming service area. 	<ul style="list-style-type: none"> • Council events are delivered safely and to a high standard.
<p>Assess event and filming applications relating to Council owned and/or managed land.</p>	<ul style="list-style-type: none"> • Provide accurate advice and guidance to community and commercial event and festival organisers. • Facilitate an effective debrief process for events and filming productions held in Bayside, involving both Council staff and external agencies, collating feedback to develop improvement plans. • Collate and prepare information for reports on all matters relating to events and filming, including strategic guidance for planning and management, statistics, service performance and budgetary monitoring purposes. • Keep up to date on all licensing, health and safety, and other legislative requirements, and comply with relevant legal, regulatory, policy and procedural standards. 	<ul style="list-style-type: none"> • Event permits are considered promptly and determined in accordance with relevant legislation.
<p>Develop Bayside's reputation as a preferred filming destination.</p>	<ul style="list-style-type: none"> • Work in partnership with Filming Production Companies and ScreenVic to enhance Bayside's reputation as a preferred filming destination. • Build robust relationships with key stakeholders and ensure Bayside City Council is represented on industry working groups to improve service delivery. • Community and commercial groups have access to high quality Council managed and/or owned land, in accordance with Council Policy and guidelines. • Develop collateral relating to locations and production in Bayside to promote the available locations and assets. 	<ul style="list-style-type: none"> • Bayside is a preferred destination for filming and is promoted as such.

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	<ul style="list-style-type: none"> • Ensure adherence to legislation related to filming in Victoria, including the <i>Filming Approval Act 2014</i>. • Promote locations and develop material to match them to production briefs. • Attend on-site meetings with production companies and managers of local facilities, if required. • Manage and grow Bayside's film location library in order to offer excellent customer service that is competitive with the private sector. • Provide the Recreation and Events Coordinator with improvement recommendations to ensure the quality of Councils local filming and events packages ensure continual improvement which meet the needs of the community. 	
Provide high quality and responsive customer service.	<ul style="list-style-type: none"> • Develop strong, positive relationships with key organisational and community stakeholders. • Prepare and carry out community and stakeholder engagement plans in accordance with Council's Community Engagement Framework, utilising relevant and effective engagement techniques to generate community input and feedback for nominated projects. • Interpret community feedback and prepare community engagement summary reports. • Ensure prompt and professional responses to enquiries and complaints in accordance with Council's customer service commitments. • Ensure coordination of actions with other Council departments. • Seek and act upon customer feedback, and ensure all complaints and queries are dealt with in a professional and timely fashion and escalate to managers accordingly if a resolution is not found. • Actively promote Council's events and locations including maintaining accurate information on Council's website. • Manage and deliver effective consultation and communication with key stakeholders to minimise disruption to local communities, businesses and residents caused by filming and photography activities. • Develop and review systems, processes and procedures to secure a cost-effective, high-quality service and continuous improvement. 	<ul style="list-style-type: none"> • Council is professionally represented and the community and staff receive clear and credible communication. • Stakeholder relationships are strengthened and community members have trust in Councils events and filming operations.

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Position - Organisational Relationships

Key Internal Contacts: All staff

Key External Contacts: Other Councils, Victoria Police, Department of Transport and Planning, Commercial and Community Event Organisers, Contractors, Volunteer organisations, Film Production Companies, VicScreen, Screen Australia, wider Bayside community

Position - Delegations

Financial Delegations: As per Financial delegations

People and Position Delegations: As per People and Position delegations

Position – Skills and Competencies

<p>Accountability and Extent of Authority</p>	<ul style="list-style-type: none">• Assess and determine applications to host events on Council managed and/or owned land and ensure their operation in accordance with Council policy and guidelines.• The freedom to act is governed by clear objectives and/or budgets and is subject to regulations, policies and regular supervision. Whilst some aspects of the work must be undertaken within specific processes, as set down in legislation and that generally fall within specific guidelines, wide scope exists to exercise initiative in the positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes.• Represent Council in a responsible, professional and friendly manner at all times.• Ensure that processes are in place to ensure event organisers, filming production companies and permit holders can identify and assess risks and mitigate these risks with a management plan for the planning and delivery of events or filming on Council owned and/or managed land.• Accountable for undertaking allocated tasks in a timely and proficient manner and deliver projects and undertake tasks in
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	<p>accordance with agreed quality standards and budget allocations.</p> <ul style="list-style-type: none"> • Identify and implement continuous improvement initiatives, under the guidance of the Recreation and Events Coordinator. • Maintain up to date knowledge of the events and filming industry and relevant legislation.
Judgement and Decision Making	<ul style="list-style-type: none"> • Exercise good judgement and decision-making abilities. • Use directions and skills to determine whether applications/proposals comply with relevant requirements and laws. • Work is specialised with methods, procedures and processes developed from theory or precedent. The work involves improving and/or developing methods and techniques generally based on previous experience. • Problem solving involves the application of these techniques to new situations. • Make operational decisions in coordinating Councils major events and festivals. • Whilst some issues maybe complex, guidance and advice are usually available.
Interpersonal Skills	<ul style="list-style-type: none"> • Well-developed written and oral communication skills. • Strong negotiation skills, including the ability to see cooperation from a wide range of people involved in and affected by the conduct of events and filming. • Ability to work independently and as part of a team. • Ability to work in a team environment with other Council Departments on Council committees and intra-organisational teams. • Commitment to excellence in customer service. • Well-developed conflict, negotiation and problems resolution skills. • Confidence to use initiative and seek effective and efficient; and methods to implement project tasks. • Ability to liaise with other employees of different functional areas within Council to resolve intra-organisational problems.
Qualifications and Experience	<ul style="list-style-type: none"> • Tertiary qualification in Events Management, Business or other related discipline and relevant experience with the implementation and project management of community and commercial events.

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	<ul style="list-style-type: none"> • Experience working within a local government context. • Knowledge and experience working with community groups and volunteers to deliver community and commercial events. • Current Victorian Driver's licence.
Specialist Skills and Knowledge	<ul style="list-style-type: none"> • Extensive knowledge and experience with the planning, co-ordination, and approval of events. • Ability to interpret relevant legislation, policy and technical information. • Ability to identify, prepare, and implement risk management protocols for filming, events, and festivals for which this role is responsible and ensure the external agencies are responsible for the preparation and implementation of risk management protocols. • Demonstrated experience in report writing for Council and online content. • Well-developed computer skills including an advanced level of understanding of the functions of Microsoft Office products (e.g. Word, Excel, PowerPoint). • Understand the needs of a screen production including time constraints and location requirements. • A strong awareness of health, safety and risk legislation and mitigation measures as they relate to events and filming.
Management Skills	<ul style="list-style-type: none"> • Planning and project management of events. • Contract management experience. • Demonstrated ability to establish relationships with volunteers, contractors, community groups and key stakeholders. • Ability to set priorities and achieve objectives within a defined time with minimal supervision. • Ability to professionally represent Council at external forums. • Demonstrated ability to co-ordinate a range of projects and activities, manage time and resources to meet objectives.

What we are all responsible for



Values and Behaviours

- Embrace and live the shared values of Bayside City Council: ***Respect Each Other, Own It, Work Together, Find Better Ways.***

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- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



Diversity, Equity and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.



Safeguarding Children and Young People

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.

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- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



Workplace Health, Safety and Wellbeing

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



Sustainability

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.

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