

Principal Events Officer

Position Description

Directorate	Office of the CEO	Department	External Relations
Reports To	Corporate Communications Manager	Direct Reports	Yes
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 7

Position Purpose

This position is responsible for the strategic direction and delivery of Council's events programs, special events and projects that support Council's agenda and the strategic interests of City of Moreton Bay.

This role leads a team of event professionals to manage and oversee significant contracts, partnerships, and Council-led receptions and events.

Key Responsibilities and Outcomes

This position will:

- Lead the research, development, management and delivery of Council's events programs, special events and projects to ensure strategic and business outcomes are met.
- Oversee the preparation and management of contracted services and sponsorship agreements.
- Manage issues by understanding differing stakeholder perspectives, political relationships and providing support to achieve and influence positive outcomes for Council.
- Provide input into a range of tactical and operational plans, projects and initiatives that enhance Council's reputation and deliver positive investment for the region.
- Build high level relationships with internal and external stakeholders and engage with relevant organisations, government agencies, community representatives to support Council's agenda and strategic objectives.
- Lead and motivate a team to ensure they consistently delivers high standards.
- Identify and implement opportunities for business improvement to achieve value and efficiency for Council and its stakeholders.
- Apply strategic and integrated expert advice and direction to the elected Council, senior management, and other key stakeholders on event related matters.
- Manage and continuously develop a vibrant and engaging program of events that meets the needs of the community, activates our spaces and enhance council's image.
- Be responsible for the effective management of a significant portion of the departmental budget.
- Provide accurate and timely information and high-level advice to assist in ensuring event related communication is managed effectively.

- Model positive safety behaviours and lead Workplace Health and Safety compliance of relevant policies, procedures, and legislative requirement.

Additional Information

Ability to work outside normal working hours, including weekends and public holidays as required.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a leader you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	~3M external events program
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Comprehensive knowledge and experience coordinating projects and events with government, industry and community partners.
- High-level expertise in event management, engagement, marketing and communications.
- Comprehensive experience providing advice and maintaining effective stakeholder relationships.
- Strong time management skills and the ability to manage conflicting priorities and meet deadlines in a fast pace environment.
- Strong people and relationship skills with demonstrated ability in developing relationships with a broad range of internal and external stakeholders to influence effective organisational outcomes.
- Demonstrated ability to provide leadership and contribute to a positive work environment
- Demonstrated experience in preparing reports and proposals, actions plans and briefing papers.

Qualifications

- Degree in Public Relations, Journalism, Business Communication, Event Planning or other relevant field.
- Current First Aid certification.
- Current C Class Drivers Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.