

# Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



<b>POSITION TITLE:</b>	<b>Events Officer</b>
<b>POSITION NUMBER:</b>	2738
<b>DIVISION:</b>	Council & Executive Services
<b>DEPARTMENT:</b>	Mayor and Councillor Support Unit (MCSU)
<b>CLASSIFICATION:</b>	Band 5
<b>REPORTS TO:</b>	Team Leader Mayor and Councillor Support
<b>DIRECTLY MANAGES:</b>	N/A
<b>INTERNAL LIAISONS:</b>	Mayor and Councillors, MCSU, other Internal employees
<b>EXTERNAL LIAISONS:</b>	Event partners, Ratepayers and businesses and community representatives
<b>DATE:</b>	October 2024

## POSITION OBJECTIVES:

The Events Officer is responsible for supporting the Team Leader Mayor and Councillor Support and the Senior Events Officer in the planning and coordination of invitations and events that involve Mayor and / or Councillors. This involves both regularly occurring events including citizenship ceremonies, civic receptions, other events as per the calendar, and new or one-off strategic events.

The Events Officer will have strong planning and organisation skills, ensuring that all administrative and logistic requirements of events are fulfilled within set timeframes, ensuring a high-quality customer and councillor experience. They will coordinate all event materials and equipment prior to, during, and post events, and provide general support at the events.

The Events Officer will collaborate with key stakeholders (internal and external) to incorporate their needs into event planning, maximising the benefit of the event for all, such as media and communications requirements.

## POSITION RESPONSIBILITIES:

### Key Responsibilities:

1. Supporting the Team Leader Mayor and Councillor Support and Senior Events Officer in the planning, coordinating and delivery of citizenship ceremonies and civic receptions.
2. Assisting to manage invitations received by councillors to attend events and ensuring councillors are prepared to carry out their formal duties
3. Prepare and manage technology, amenities and rooms prior to and post events as per event plan and in line with any predetermined risk related requirements. Room setups may be physically demanding and require lifting, carrying, pushing and pulling.
4. Collaborate with Corporate Communications to ensure necessary speech and media support for councillors prior to, during and post events.

5. Attend events (within and outside normal work hours) and coordinate smooth running pre, during and post event with oversight and guidance from the Senior Events Officer. May be required to stand for long periods of time.
6. Administer the diary appointments via the processing of invitations to the Mayor & Councillors and confirm attendance at functions including registration, travel & accommodation, tickets etc.
7. Input data and record correspondence and invitations using the City's software and MS office software.
8. Provide administrative and on the ground support for civic events, receptions, Australian Citizenship Ceremonies and other events including issue of invitations, recording RSVP's, reception of guests and issue of nametags.
9. Assist with process reviews on a project basis to identify and implement improvements to events processes and associated events administrative tasks.
10. Adhere to all Council's policies and procedures relevant to this position.
11. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

**Values:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

**Risk Management and Occupational Health & Safety Responsibilities:**

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

**CHILD SAFE:**

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.

4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

#### **DIVERSITY AND INCLUSION:**

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

#### **KEY SELECTION CRITERIA:**

##### **Essential:**

1. Relevant business administration experience in a complex organisation.
2. Ability and confidence to work in a time sensitive environment with attention to detail.
3. Ability to connect with people through well-developed verbal and written communication ensuring accuracy and an approachable style.
4. Professional presentation and courteous manner enabling professional, flexible and friendly working relationships.
5. Awareness of the cultural and community responsibilities of civic office.
6. Experience in contributing to a positive and flexible team environment.
7. A current Working with Children Check (employee)
8. A current Victorian Drivers Licence.

##### **Desirable:**

9. Experience in small events or project management.
10. Experience with records management software.
11. Certificate IV or above in Business Administration.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable for providing efficient and effective information to internal and external customers.
- Exercises discretion within established and standard SOPs and routine work.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

#### **JUDGEMENT AND DECISION MAKING:**

- Decisions made will generally be routine in nature.
- Responsible for solving, to the best of their ability, issues that may arise which may be complex or technical in nature.
- Counsel and guidance will be available from the team at all times.

#### **SPECIALIST SKILLS AND KNOWLEDGE:**

- Advanced computer literacy, with significant knowledge in using a range of software applications including, but not limited to, Microsoft Office suite, records management software (such as Records Explorer or TRIM) and financial software (such as Oracle).
- Working knowledge of the machinery of Council and the interface with the organisation.
- Ability to develop effective formal and informal public presentations.
- Ability to draft correspondence on matters relevant to the position.

#### **MANAGEMENT SKILLS:**

- Ability to self-manage set priorities, ensuring the effective planning and organisation of short-term work activities.

#### **INTERPERSONAL SKILLS:**

- Good communication skills, both written and verbal, with the ability to use plain English in a concise and informative manner.

- Exceptional attention to detail.
- Strong relationship management across internal and external stakeholders at all levels
- High-level organisational capability with a focus on strong time management and prioritisation skills
- Proactive, positive and professional attitude with a flexible approach.