

Venue Support Officer - QSEC

Position Description

Directorate	Community and Environmental Services	Department	Community Services, Sport and Recreation
Reports To	Event Operations Officer	Direct Reports	No
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 2

Position Purpose

This position is responsible for providing administrative and operational support to the Queensland State Equestrian Centre within the Community Services, Sport and Recreation Department

Key Responsibilities and Outcomes

As a Venue Support Officer you will:

- Perform day to day administration duties and financial processes, ensuring all requests are managed professionally, timeframes are met and follow up actions are executed.
- Assist with ticketing processes for events within Councils ticketing system.
- Provide administrative and operational support required to deliver high quality performances and events.
- Provide the Operations Officer with financial and operational reports as required.
- Assist with the opening and closing procedures for the venue, including the setting of rooms for hirers, catering needs cleaning/resetting.

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 team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE
TEAMWORK
INTEGRITY
RESPECT
SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated experience in an administrative role with the ability to work in an event focused venue.
- Strong people and relationship skills with demonstrated ability to work in a team environment, contributing to a positive work environment with a strong focus on provision of quality customer service.
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.

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.