

POSITION DESCRIPTION

Position Number:	COMEO
Position Title:	Community Events Officer
Division:	City Growth
Classification:	Level 3 Step 1 - Level 3 Step 4
Status:	Full-Time Permanent
Hours:	76 Hours Per Fortnight
Reports To:	Team Leader Community Events

Position Objectives

The Community Events Officer is responsible for providing support and administrative assistance to the Team Leader Community Events to facilitate the provision of events and support to community groups, sporting clubs and conference event coordinators.

Key Result Areas

1. Event Support
2. Community Services
3. Administration & Customer Service

Void without CEO approval:

REVIEWED: General Manager		03/06/2021
APPROVED: Acting Chief Executive Officer		06/06/2021

Key Duties & Responsibilities

1. Event Support

- Plan and coordinate event activities with Team Leader Community Events to assist with event set up, clean up and preparation.
- Attend meetings and provide administrative support to the Team Leader Community Events.
- Liaise with event organisers and provide general event information.
- Assist the Team Leader Community Events with the running of Council events such as Mount Gambier Christmas, Australia Day and other community events.

2. Community Services

- Assist the Team Leader Community Events and contribute in fulfilling Council's community service obligations.
- Maintain and enhance the reputation of the city through professional representation at meetings, forums, regional bodies and within the community.
- Attend meetings as required to develop links, partnerships and arrangements between Council and other community organisations to facilitate the provision of a range of community services.

3. Administration & Customer Service

- Assist the Team Leader Community Events to process and administer event sponsorship applications.
- Assess requests and issue special event permits for activities on Council land.
- Compile event evaluations from all organisations and collate data into spreadsheet database.
- Complete debrief evaluations.
- Assist the Team Leader Community Events with management of events budget.
- Prepare speech notes for the Mayor or Council representative.
- Prepare Council promotional signage and banners.
- Work with the Team Leader Community Events to create an effective media strategy for promotion of events (website administration and database management).
- Maintain event sponsorship kit and update forms.
- Build and maintain internal and external stakeholder relationships.
- Assist the Community Events and Logistics Officer with the coordination of entrance and street banner displays and liaise with banner providers, community groups/event organisers and depot staff to implement displays.
- Contribute to continuous monitoring and review of service processes, service promotion and publicity to ensure continuous improvement.

4. Other Duties

- This position may be required to perform any duties included within the position classification (and at lower classifications where necessary) as specified by the South Australian Municipal Salaried Officers Award, general officer classification criteria and which the incumbent has the necessary professional and technical skills.

5. Adhere to Council's General Conditions of Employment

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.
- Follow defined work health and safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Follow defined information management practices, policies and procedures for all records created and received.
- Be responsible for and actively involved in identifying and managing risk in day to day activities and projects.
- Follow all defined organisational systems, policies and procedures related to the work being undertaken.
- Demonstrate and uphold the principles of good conduct and standards of behavior as defined within the employee code of conduct.
- Embrace and support council's customer service charter.

Key Competencies & Selection Criteria

Essential

- Excellent customer service and interpersonal skills.
- Effective written and verbal communication skills.
- Ability to effectively manage time and workload.
- Sound working knowledge of computer hardware and software applications relative to the work environment.
- Experience and efficiency in the use and application of administrative systems and procedures
- Ability to work effectively either independently or as part of a team.

Desirable

- Event management training or qualifications.
- Experience in the coordination and delivery of major events.
- Ability to operate internal corporate computer software programs/applications.
- Understanding of risk management

Occupant: VACANT

Date Appointed:

I have read and understood the key result areas, duties, and responsibilities of this position as described above.

Acknowledged by Occupant: _____ / ____ / ____
Signature *date*