

Job title: Events Officer	
Classification: Band 5	Effective Date: September 2023
Reports to: Senior Arts Officer, Festivals	Tenure: Temporary

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

To contribute to the development and delivery of Whitehorse Festivals by providing event coordination, operational and administrative support to the Festivals team with a commitment to quality and continuous improvement.

Key Responsibilities

Position Specific Responsibilities

- Deliver the planning, operations/logistics, and programming of Council events according to relevant legislation and industry best practice.
- Develop risk management and emergency management procedures for major events and festivals according to relevant legislation and industry best practice.
- Support the planning and implementation of site and safety management at Council and major community events.
- Provide event day support including assisting with the coordination of event/festival activities, suppliers, community groups and artists.
- Provide support in the coordination, liaison and monitoring of external contractors in planning and presenting events, including their compliance with Occupational Health and Safety legislation.
- Effectively engage with Whitehorse City Council Departments to provide a coordinated approach to their involvement in, and the delivery of the major events and festivals program.
- Provide support in the coordination of the internal processes of event delivery for Council events.
- Provide excellent customer service to both internal and external stakeholders.
- Assist with the acquisition and maintenance of corporate sponsors for Council's major events and festivals.
- Administer relevant Council policies and procedures.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

The position works in collaboration with and under the supervision of the Senior Arts Officer, Festivals. It includes regulated activities and other activities with identified objectives requiring the officer to select a method, process or system to achieve the objective. Work may involve problem solving using guidelines, standards and procedures, professional/technical knowledge or experience. Some creativity and originality will be required.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Previous experience in event/festival planning and delivery.
- Ability to work effectively within a team environment.
- Working with Children Check.
- Valid Victorian Drivers Licence

Qualifications and Experience

Technology:

- High-level skills in MS Office 365 and ability to use other office technology and packages.
- Adobe Creative Suite experience (e.g. Photoshop, Illustrator etc.).
- Working knowledge of a purchasing and procurement systems.

Other Attributes (Desirable)

- Local Government experience in an administrative capacity (e.g. procurement, approval processes).
- AutoCAD editing experience.

Interpersonal Skills

- Must have the ability to liaise with the public and a diversity of residents, stakeholders and employees of the Whitehorse City Council.
- Sound verbal communication skills, excellent telephone technique and sound written communication skills.
- A positive contributor to workplace culture and performance.
- Outstanding customer service skills.

- Ability to prioritise work to meet deadlines.

Key Relationships:

The position works closely with the Cultural Services Coordinator, Senior Arts Officer Festivals, and Administration and Events Officer. The role also interacts with members of the Arts and Cultural Services Department, staff and management across the organisation.

This Officer is required to maintain professional relationships with event organisers, external residents/customers, community groups, schools, sporting & arts clubs/associations and other external bodies.

Management Skills

- Strong initiative and ability to work in a team environment.
- Strong ability to manage time and workloads within a one-day a week role.

Key Selection Criteria

Candidates must clearly demonstrate the following key selection criteria in order to be shortlisted:

1. Previous experience in the planning and delivery of events and festivals.
2. Previous experience in a local government setting.
3. Highly developed ability to use information technology relevant to this role.
4. Demonstrated ability to be an effective team member, show initiative and be a positive contributor to workplace culture & performance.
5. Demonstrated ability to manage tasks and projects and get the job done.

The position is a 0.2 EFT position that works primarily Monday to Friday, however weekend and out of hours work will be required. Additional hours may be worked during busier times and such time accrued is to be taken in lieu of payment as soon as practicable.