

POSITION DESCRIPTION



POSITION TITLE:	Events Officer
DEPARTMENT:	Economic Development
POSITION HOLDER:	
REPORTS TO:	Coordinator Economic Development
TERM OF EMPLOYMENT:	Permanent Part Time - 0.6 EFT
APPROVED BY:	Director Community Development
DATE:	March 2025
CLASSIFICATION:	Band 5

POSITION OBJECTIVE:

As the primary liaison for event-related enquiries within Council, the role provides support and guidance to community event organisers to enable them to meet the relevant regulatory requirements, policies, and objectives.

The position contributes to the development and implementation of Events Planning Guide (currently in draft), guiding the long-term vision for events in the Shire. Through collaboration with Council departments and fostering strong stakeholder relationships, this role ensures events are safe, successful, and deliver measurable social and economic benefits to the local community.

KEY RESPONSIBILITIES AND DUTIES:

- Act as the primary liaison for event organisers and internal Council staff, managing enquiries from initial concept through to post-event evaluation.
- Offer support and guidance on operational and compliance requirements while enhancing organisers' risk management and event planning capabilities through collaboration and communication.
- Maintain and enhance event-related resources, including the Event Planning Guide (currently in draft), website content, and public information. Identify opportunities to innovate and expand these resources to better assist event organisers in navigating event management processes effectively.
- Build and maintain positive relationships with event organisers, suppliers, State Government, local businesses, and community stakeholders.
- Provide input into the development of Council policies and procedures related to event management and ensuring that they reflect best practices and support the safe and effective delivery of events across the Shire.

ORGANISATIONAL ENVIRONMENT:

Reports to: Coordinator Economic Development

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Directly Supervises:	None
Internal Liaisons:	All Council Staff
External Liaisons:	Residents, Ratepayers, Community leaders and organisations, Local support agencies and organisations, Senior Managers in Government Departments and Agencies, Local Government and Statutory Authorities, Local and other Members of Parliament

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for managing and responding to event-related requests, ensuring collaboration with relevant Council departments to facilitate seamless delivery.
- Authority to provide advice and guidance for event planning within compliance requirements of Council policies and regulations.

JUDGEMENT AND DECISION MAKING:

- Address event-related challenges by applying specialist knowledge, established policies, and regulatory frameworks.
- Exercise sound judgment to balance stakeholder needs, community outcomes, and compliance requirements, escalating complex matters to the Coordinator Economic Development when necessary.
- Independently make informed decisions within the role's scope, ensuring alignment with Council objectives and strategic goals.

SPECIALIST SKILLS AND KNOWLEDGE:

- Comprehensive understanding of event planning, operations, and policy development.
- Strong knowledge of the economic, social, and cultural value of events and their contribution to community well-being and growth.
- Advanced expertise in marketing, promotion, and publicity strategies tailored for diverse events.
- Proficient in project management, financial planning, budget preparation, and data-driven reporting to support strategic outcomes.

MANAGEMENT SKILLS:

- Demonstrated ability to prioritise tasks, manage time efficiently, and deliver outcomes within tight deadlines in a dynamic environment.
- Skilled in managing multiple, concurrent projects while ensuring compliance with policies, regulations, and industry standards.
- Expertise in operational budgeting and resource planning to optimise event delivery and community benefit.
- Proven capability to engage and coordinate with internal teams and external stakeholders to achieve collaborative success.

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INTERPERSONAL SKILLS:

- Exceptional communication skills with the ability to foster positive relationships with diverse stakeholders, including event organisers, community members, and Council teams.
- Ability to effectively collaborate with others, including gaining cooperation and assistance from community organisations, key stakeholders, members of the public and other employees in meeting defined objectives and in the resolving conflicts.
- Collaborative team player with the ability to work across departments and partner with external agencies to support strategic objectives.

QUALIFICATIONS AND EXPERIENCE:

- Degree or diploma in events management or community development and/or experience in event management or a similar role.
- Exceptional interpersonal skills to develop and maintain effective relationships.
- Comprehensive knowledge of event planning policies and legislation.
- Proven experience in working with event managers, community groups and volunteers.
- Highly developed written and verbal communication and organisational skills.
- Knowledge of local government event processes and regulatory frameworks.
- Experience in marketing and promotion of events.
- Current Drivers Licence.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.
- Adhere to Council's information communication and technology, records management policies and processes at all times.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

EMERGENCY MANAGEMENT

- Emergency Management is a core business for Council. All employees may be required to contribute

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to emergency management planning and activities as they arise and, in an emergency, participate in duties not normally assigned to their position descriptions under the direction of their manager, as per the Municipal Emergency Management Plan.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

KEY SELECTION CRITERIA:

- Degree or diploma relevant to events management or community development and/or experience in event management in a local government context or similar.
- Exceptional interpersonal skills to develop effective relationships with key stakeholders.
- Sound understanding and knowledge of event planning and promotion, policy and programs within a local government environment.
- Experience in working with event managers and volunteers.
- Sound oral communication skills with a demonstrated ability to speak in public.

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VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Gaynor Aitken
Director Community Development
Date

Agreed by:
Nick Sondhu
Coordinator Economic Development
Date

Agreed by:
Vacant
Events Officer
Date