

Position Title:	Community Events Officer
Award/Agreement:	TOC Enterprise Agreement 2021 (and any subsequent agreement)
Classification level:	Level 8
Directly reports to:	Manager Tourism and Events
Positions under Direct Supervision:	Nil

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

Working with the Manager Tourism and Events, this role implements and delivers all aspects of the Town's community events program, which includes (but is not limited to) Carols in the Park, A Night on Bay View, Anzac Day, Celebrate Lake Claremont, School Holiday activations and other events and activations as required.

Objective 1: Events Management

- Plan, implement and deliver all of the components required for the successful running of each event in the Town's Community Events Calendar, reporting back to the Manager Tourism and Events with regular updates.
- Develop the brief for the marketing material for each event within the event budget, with the aim of positively reaching each event's target market.
- Based on the requirements for each event, engage contractors and oversee their duties in relation to the events program.
- Oversee each projects expenditure in line with budget and procurement procedures.
- Build and maintain relationships with event stakeholders to deliver the best outcomes for the project.
- Work with stakeholders and contractors on the set up and dismantle of all infrastructure required for the events.
- Identify partners for events and build and maintain those relationships for the benefit of the events program.
- Develop risk management plans for each event, with consideration to WHS requirements.
- Develop evaluation reports for each event to assist in continuous business improvement of the area.
- Work with the Tourism and Events Team to include special projects and initiatives in each event as required.
- Attend and oversee events within the portfolio when required, which will require some weekend and/or after-hours work.
- Organise event bump-ins and -outs in compliance with OSH guidelines, including weekly and daily staff working limits, in discussion with attending staff.
- Assist the Manager to develop annual budgets for the portfolio in accordance with policies and procedures.
- Assist the Manager prepare quarterly reports.
- Work collaboratively and productively with the Tourism and Events Team to achieve broader Community Development objectives.
- Secure additional funding for projects and events through private and public opportunities and acquire external grants and sponsorships.

Objective 2: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 3: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's

Code of Conduct, values, policies and procedures.

- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 4: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Qualifications or demonstrated experience in arts or events management, tourism or marketing.
- Experience in coordinating a diverse range of successful events, including large-scale events and/or arts and community programs.
- Demonstrated experience at working within budgets.
- Good oral and written communication skills and high level of computer literacy.
- Ability to build positive relationships and consult, negotiate and communicate with internal and external Stakeholders.
- An awareness of Occupational Health & Safety, including contractor management.
- An innovative and creative thinker with the ability to translate ideas into actions.
- The ability to work out of hours and weekends.

Desirable

- Knowledge of local government.
- Experience in securing sponsorship for events.
- Experience working with artists and / or community groups.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Complete a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Chief Executive Officer Approval

Signature

Date

Employee

Signature

Date