

Position Details	
Position Title	Events Co-ordinator
Reference Number	
Employment Type	Full-time
Location	Thursday Island
Minimum Award/Classification	TSC Certified Agreement 2019 QLGIA (Stream A) Division 2, Section 1 - Level 5
Maximum Award / Classification	TSC Certified Agreement 2019 QLGIA (Stream A) Division 2, Section 1 - Level 5
Roster Pattern	19-day month
Position Summary	<p>Events Co-ordinator</p> <p>Reference Number:</p> <p>Salary Range: \$78,351.00</p> <p>Location: Thursday Island</p> <p>Close Date: Friday, 24th March 2023</p> <p>Reporting to the Business Services Manager, this key position is an identified position and will implement and coordinate all Council Events within our Shire.</p> <p>The individual we are seeking will be a highly motivated team player working proactively in a busy work environment. You will need to be able to work autonomously as well as in a team.</p> <p>Ideally, the successful applicant will need to: -</p> <ul style="list-style-type: none"> • Experience in Event Co-ordination and community liaison in a relevant supervisory position in a medium sized organisation to fulfil the requirements of the role specification responsibilities. • Be a mature and positive person with at least 2 years in Events Management or Marketing; • Good organisational and communication skills. • Good interpersonal skills and telephone manner. • Demonstrate excellence in applying analytical skills. <p>For a full listing of the Key Duties and Responsibilities and full selection Criteria please download a copy of the position description.</p> <p>In return we offer the following benefits: -</p> <ul style="list-style-type: none"> • Great team environment • 19-day month • 5 weeks annual leave • 12% contribution to superannuation • Annual leave loading • Locality Allowance • Remote Area Allowance • Subsidised health and well-being membership (gym / swimming pool) • On-going opportunities for learning and development

	<p>How to apply:</p> <p>Your application must be addressed to the “Chief Executive Officer” and emailed to employment@torres.qld.gov.au and must include following:</p> <ul style="list-style-type: none"> • Cover letter addressing the key selection criteria. • Copy of your resume. <p><i>Applications not addressing the full selection criteria will not be considered.</i></p> <p>Pre-Employment Assessment:</p> <p>As part of the selection process, applicants may be required to undertake some or all of the following pre-employment assessments / checks: -</p> <ul style="list-style-type: none"> • Pre-employment medical, which will include a functional capacity assessment and drug and alcohol test. • National police / criminal history check • Numeracy and Literacy Assessment • Computer Skills Assessment • Qualification / Licence Verification • Right to Work in Australia Check • Psychometric testing <p>Employment Eligibility:</p> <p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria: -</p> <ul style="list-style-type: none"> • Permanent resident of Australia • Australian Citizen • Entitlement to work visa <p>Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p>
<p>Selection Criteria</p>	<p>SC1: Demonstrated skills, knowledge and experience in line with the role specification responsibilities;</p> <p>SC2: Qualifications/training at the level relevant to the position;</p> <p>SC3: Demonstrated ability to successfully manage an Event function within Council;</p> <p>SC4: Knowledge of Ailan Kastom & traditional languages;</p> <p>SC5: Ability to contribute to performance improvement and enhance service delivery across Council;</p> <p>SC6: Demonstrated ability to identify and implement process improvement initiatives;</p> <p>SC7: Demonstrated high level of communication, negotiation and interpersonal skills and proven ability to manage and interface in the public and private sector environments;</p> <p>SC8: Ability to motivate work teams and staff, and apply employment equity, anti-discrimination and workplace health and safety practices;</p> <p>SC9: Capacity to plan workload, achieve set goals and meet deadlines;</p> <p>SC10: Understanding of change management;</p> <p>SC11: Identify as either Aboriginal or Torres Strait Islander</p>

	Desirable <ol style="list-style-type: none"> 1. Local government experience 2. Degree in Marketing or related
Contact Person	Torres Shire Council Human Resource Manager
Contact Number	07 40831 200
Contact Email	employment@torres.qld.gov.au
Closing Date	5pm, Friday 24/03/2023
	<div> Please note that this position will close at 5pm (AEST) on the closing date. Please ensure your application is added before this time as we do not accept late applications </div>