

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Events Co-ordinator
Classification Level:	QLGIA (Stream A) Division 2, Section 1 - Level 5
Industrial Instruments:	Torres Shire Council Certified Agreement 2019
Date prepared/ Updated:	March 2023
Position Purpose: Provide support and relief to CEO, Mayor & Councillors in conjunction with the Executive Secretary. Enhance project, team & interpersonal leadership Encourage innovation, change & continuous improvement Champion community engagement & participation Use performance planning & community feedback to measure success.	<p>The focus of this position is to:</p> <ul style="list-style-type: none">• Provide support to the Chief Executive Officer and Director Corporate and Community Services in the design, co-ordination and implementation of Council's event co-ordination activities within the community, including :- The biennial Cultural Festival, other cultural ceremonies, annual holiday and event celebrations, Remembrance and Anzac Days, Cruise Ships visits, Dignitary Visitors, promotional events and special events and visits.• Encourage and facilitate a team orientation amongst all participants and volunteers.• Provide support and coordinate the Tourism and Youth Committees of Council including agenda and minute preparation.• Ensure an appropriate level of professionalism and performance standards are maintained.
Reports To (Position Title):	<ul style="list-style-type: none">• Manager Business Services
Roles Reporting To This:	<ul style="list-style-type: none">• Staff seconded to assist for particular events• Volunteer staff
Key Relationships / Interactions:	<ul style="list-style-type: none">• CEO• Directors• Manager Community Services & Supervisors• Other Council Staff (volunteers & secondi's) both Internal and External• Event Contractors, entertainers, presenters• Government Departments• Community group leaders & members of the public
Decision Making Authority:	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <p>The position is accountable to the Director Corporate and Community Services for operational areas involving the following matters:</p> <ul style="list-style-type: none">• Efficient and effective utilisation of resources;• For responsiveness to customers and the community in general;



	<ul style="list-style-type: none">• Health and safety in respect of any risk to health or safety in accordance with Workplace Health and Safety legislation and in accordance with Council Policies & Procedures;• Liaison and coordination with other parts of the Council's organisation to bring about an effective and unified approach to events management in line with the Torres Shire Council Community Plan. and <p>Is accountable to the Chief Executive Officer for strategic matters including long term festival planning and resourcing Council sub committees.</p>
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I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

Signature of Incumbent:	
Print Name:	
Date:	/ /

**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
Job Specific Responsibilities	<ol style="list-style-type: none">1. Coordinate all Council activities in relation to special events including public relations interface and organising/support functions provided by Council2. Provide support to the Director Corporate and Community Services in the development, enhancement and implementation of Council's corporate administrative practices, Office Co-ordination, interactions between front and back office personnel.3. Liaise, co-ordinate and implement actions on behalf of the Torres Strait Cultural Festival Co-ordinating Committee in the staging of the biennial Cultural Festival.4. Co-ordinate office functions aimed at creating and maintaining a team oriented culture.5. Network with newspaper, radio and television media to ensure optimum use of these outlets to ensure maximum exposure through advertising and promotion of selected events.6. Develop a database and liaise with key organisations in relation to funding initiatives, contemporary approaches to event management and media issues.7. Produce regular media releases and informative material to create community awareness.8. Effectively promote the Cultural Festival and other Council events and activities to the community.9. Explore and seek funding opportunities through available sponsorship and other sources to strengthen the success of Council events.10. Monitor expenditure and provide a regular update to Chief Executive Officer through the Director Corporate & Community Services.11. Where appropriate assist the Director Corporate and Community Services in the development of policy and procedure aimed at enhancing Council's administrative practices and capacity.12. Support CEO, Mayor & Councillors13. To support and coordinate Council sub-committees presently Tourism and Youth Council committees.14. Undertake other suitable work duties as directed by the Chief Executive Officer, Director and/or Manager.
Supervisory Responsibilities	<ol style="list-style-type: none">1. Actively contributes and interacts in team-dependant work activities and willingly supports the efforts of other individuals. Teams are not limited to immediate workgroups but are extended to project teams and other teams that will often be made up of volunteers or secondees.2. Through leadership, encourage internal and external collaboration and build partnerships to achieve business and personal objectives.3. Demonstrate sound organisational skills to individuals and groups to achieve goals and objectives4. Clearly and regularly communicate performance standards and expectations to team members.
Communication & Interpersonal	<ol style="list-style-type: none">1. Effectively communicate with different levels of the organisation from Mayor, Councillors, Directors, team members, operational staff,



Responsibilities	<p>government agencies and the public.</p> <ol style="list-style-type: none">2. Use both formal and informal communication to suit the needs of the stakeholder.3. Ensure that our service delivery and our interaction with our customers creates an image of Council as being efficient, courteous and customer focussed and characterised by open, honest and timely communication with stakeholders and peers.4. Adopt a management style that focuses on resolving immediate problems and mitigating the risk of potential problems.5. Comply with Council's Code of Conduct
Legislative Responsibilities	<ol style="list-style-type: none">1. Administer and monitor auditable programs in accordance with the requirements of related Acts and Regulations.2. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures.3. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including:<ul style="list-style-type: none">• <i>Local Government Act 2009</i>• <i>Local Government Regulations 2012</i>• <i>Public Sector Ethics Act 1994</i>• <i>Industrial Relations Act 2016</i>• <i>Workplace Health and Safety Act 2011;</i>• <i>Workplace Health and Safety Regulation 2011;</i>• <i>Workers Compensation and Rehabilitation Act 2003</i>• <i>QLD Crime and Corruption Act 2001</i>• <i>Commonwealth Disability Discrimination Act 1992;</i>• <i>Commonwealth Age Discrimination Act 2004;</i>• <i>Commonwealth Racial Discrimination Act 1975</i>• <i>Commonwealth Sex Discrimination Act 1984</i>• <i>Environmental Protection Act 1994;</i>• <i>Environmental Protection Regulation 1998;</i>• <i>Equal Opportunity in Public Employment Act 1992;</i>• <i>Anti Discrimination Act 1991.</i>• <i>The Public Records Act 2002</i>• <i>Public Interest Disclosure Act 2010.</i>
Workplace Health and Safety Responsibilities	<ol style="list-style-type: none">1. The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.
Confidentiality and Privacy	<ol style="list-style-type: none">1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilized or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.2. Ensure compliance with:<ul style="list-style-type: none">• <i>Right to Information Act 2009</i>• <i>Information Privacy Act 2009</i>



Environmental Responsibilities	<ol style="list-style-type: none">1. Comply with Council's Policies and Procedures to assist in the elimination and prevention of the risk of environmental harm due to the workplace or workplace activities2. Assist to ensure that Council's strategic and operational activities are planned and conducted in such a manner as to minimise, and where possible avoid, adverse effects on the environment and social surroundings.
Financial Responsibilities	<ol style="list-style-type: none">1. Comply with Procurement Purchasing Policy to ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended.2. Control and monitor Council's event co-ordinator process including sourcing, managing and acquitting program and reporting processes.3. Assist with preparation, control and monitor the financial budget and operation plans for the Community Services section including event coordination in accordance with the relevant financial policies and procedures subject to direction by the Manager Community services.

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ol style="list-style-type: none">1. 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.2. Demonstrated ability to successfully engage multiple stakeholders from volunteer to professional levels.3. Demonstrated ability to implement and maintain high levels of service delivery.4. Demonstrated capability to be able to travel at short notice for grant submissions, presentations etc if required.5. Demonstrated ability to effectively and sensitively balance different stakeholder interests.6. Demonstrated ability to develop and implement process improvement initiatives.7. Demonstrated high level of communication, negotiation and interpersonal skills and proven ability to manage and interface in the public and private sector environments.8. Ability to develop and motivate work teams and workplace health and safety requirements.9. Possession of a current 'C' Class Open Driver's Licence
Technical Skills & Abilities
<ol style="list-style-type: none">1. Sound project planning, co-ordinating and organisational skills.2. Demonstrated capacity to plan workload, achieve set goals and meet deadlines.3. Excellent interpersonal and verbal communication skills.4. Significant working knowledge of relevant Torres Shire Council operations and procurement procedures.5. Good understanding and knowledge of Local Government legislative framework.6. A sound level proficiency in report writing and demonstrated ability to produce logical, plain English and professional written communication.7. Good practical knowledge of workplace health and safety requirements including risk assessment.8. Good understanding of issues relating to governance.9. Ability to work after hours and weekends as required.



PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
<ol style="list-style-type: none">1. Demonstrated skills, knowledge and experience in line with the role specification responsibilities;2. Qualifications/training at the level relevant to the position;3. Demonstrated ability to successfully manage an Event function within Council;4. Knowledge of Ailan Kastom & traditional languages;5. Ability to contribute to performance improvement and enhance service delivery across Council;6. Demonstrated ability to identify and implement process improvement initiatives;7. Demonstrated high level of communication, negotiation and interpersonal skills and proven ability to manage and interface in the public and private sector environments;8. Ability to motivate work teams and staff, and apply employment equity, anti-discrimination and workplace health and safety practices;9. Capacity to plan workload, achieve set goals and meet deadlines;10. Understanding of change management;11. Identify as either Aboriginal or Torres Strait Islander.