



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	EVENTS COORDINATOR
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT No. 13 2023
CLASSIFICATION:	Level 4
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT / SPORT & RECREATION
POLICE CLEARANCE:	REQUIRED
WORKING WITH CHILDREN CLEARANCE	REQUIRED
REPORTS TO:	SENIOR EVENTS COORDINATOR
DIRECT REPORTS:	MAY OCCUR AS A RESULT OF STUDENT PLACEMENTS OR PROGRAM VIA EXTERNAL FUNDING
POSITION NUMBER:	000617

POSITION OBJECTIVES:	<ul style="list-style-type: none"> To plan, develop and deliver events on behalf of the City of Salisbury. Provide support in developing events that are culturally inclusive, engaging and exciting for the community Develop and maintain partnerships between the City of Salisbury local businesses, industry and the community in the areas that link closely with event management and delivery. Foster pride in place and transform the way our community interacts with our public domain within the City of Salisbury, via community centric actions and activities.
VALUES AND BEHAVIOURS:	These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.

	<p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Imagine new futures and look for new opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p>Event Coordination</p> <p>Under the broad direction of the Senior Events Coordinator, coordinate and deliver events for the community:</p> <ul style="list-style-type: none"> • Australia Day (week)(January) • Ad hoc activations in and around Salisbury Community Hub and prominent public spaces • Science Fair • Salisbury Community Fun Days (April, June, August, October) • Summer Sessions • Coordination of key working parties established for various events, grants, place activation and curation projects • Secure resources via the preparation of funding applications and sponsorship approaches. • Establish and maintain open and effective communication and working relationships between Council divisions and departments, other council departments and the community for the implementation of key corporate events. <p>Event Development Support</p> <p>Under the broad direction of the Team Leader: Events, Place Activation and Curation, and Senior Events Coordinator support:</p> <ul style="list-style-type: none"> • The research, curation and business development for new events and place activation initiatives • The reporting, socialising and marketing of new events and place activation initiatives

	<p>Event Liaison Provides event liaison for the following events (for example but not limited to):</p> <ul style="list-style-type: none"> • Grand opening of new buildings • Remembrance Day • One off events • Event Liaison for other departmental events <p>Project coordination</p> <ul style="list-style-type: none"> • Planning, implementation and reporting on the Community Event Sponsorship Funding Program. • Providing event funding and planning information and guidance to community groups.
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
<p>GENERAL RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
<p>COMPETENCIES:</p>	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing.
<p>ESSENTIAL SELECTION CRITERIA:</p>	<p>Skills</p> <ul style="list-style-type: none"> • Experience in working on community grants and events based projects. • Ability to develop and implement appropriate responses to meet identified community issues and needs. • A sound knowledge of community development principles and processes. • Demonstrated ability to set priorities and manage deadlines.

	<ul style="list-style-type: none"> • Advanced written and verbal communication skills and ability to build strong professional relationships with internal and external stakeholders from diverse backgrounds. • Proven ability to deliver exceptional community service. • Demonstrated ability to be self-motivated and operate independently whilst also working collaboratively within a multi-disciplinary team. • Report writing and administrative skills of a high level. • Experience working with MS Office. • Experience working with Simple websites and have some digital knowledge • Physically fit (Medical will be required). • Highly organised and efficient. <p>Experience</p> <ul style="list-style-type: none"> • Proven track experience in the coordination, management and monitoring of medium to large corporate events and community based events and place activations. • Proven experience in sourcing and securing funding and in coordinating funding programs and providing guidance to applicants. • Proven experience in the design and implementation place activation initiatives. • Ability to develop effective relationships and partnerships with community and other stakeholders. • Ability to work collaboratively. • Ability to think outside the square and find your creative spark. <p>Knowledge</p> <ul style="list-style-type: none"> • Sound understanding of events, place activation and curation principles and processes. • Knowledge of community consultation techniques and approaches.
<p>DESIRABLE SELECTION CRITERIA:</p>	<ul style="list-style-type: none"> • Tertiary qualifications in the relevant fields are desirable but not essential. • Knowledge of organisational structures/functions and comprehensive knowledge of Council policies relevant to the Department. • Good understanding of Local, State and Federal Government social policy in area of responsibility.
<p>SPECIAL CONDITIONS:</p>	<ul style="list-style-type: none"> • Some work after hours will be required offset by the ability to accumulate Time Off In Lieu or be eligible for the payment of overtime (with Manager's approval) as per the Enterprise Bargaining Agreement • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities. • As an Authorised officer, fulfil all requirements set out in the Local Government Act.
<p>EXTENT OF AUTHORITY:</p>	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated event budgets.

POSITION INCUMBANT NAME:	SIGNATURE:	DATE: