



CITY OF ALBANY POSITION INFORMATION EVENTS COORDINATOR

POSITION: Events Coordinator
LOCATION: Community Services / Community Relations
102 North Road, Albany
DATE: April 2024

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Above Award Policy – Local Government Officers and Local Government Officers' (Western Australia) Award 2021

Status: Permanent, Full Time Employment

Salary: Level 8.1 to 8.4 (\$95,407.78 - \$100,109.88 per annum) dependent on skills, knowledge and experience.

Ordinary Hours: 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 7.00am and 6.00pm

Non-Ordinary Hours: This role will require significant public holiday, after hours and weekend work

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements

Annual Leave: 4 weeks paid annual leave each year (pro rata)
17.5% leave loading

Long Service Leave: Available after 7 years of service in accordance with the Regulations.

Other Leave: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave

Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

Probationary Period: 3 months.

Medical: Appointment is subject to a pre-employment medical declaration

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

For further enquiries, please contact ELISE VAN GORP Manager Community Relations on (08) 6820 3020.



CITY OF ALBANY KEY SELECTION CRITERIA EVENTS COORDINATOR

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the 'Advice for the Prospective Applicants' page of this information pack.)

KEY SELECTION CRITERIA

1. Proven event management skills with demonstrated experience in the research, development, implementation and evaluation of large-scale community events and programs.
2. Demonstrated skills and experience leading, coaching and managing a team.
3. Demonstrated skills and experience writing and acquitting grants and sponsorship proposals to secure funding for large-scale community events.
4. Demonstrated knowledge of stakeholder relations and management.
5. Well-developed knowledge of contemporary project management and event management practice and cultural inclusion.
6. Demonstrated understanding of strategic marketing and tourism as it relates to event design and delivery with a focus on community engagement.
7. Tertiary qualification in tourism, marketing, event management or substantial experience with demonstrated expertise and competence in the field.