



CITY OF ALBANY POSITION DESCRIPTION EVENTS COORDINATOR

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Events Coordinator	<pre>graph TD; ED[Executive Director Community Services] --> MR[Manager Community Relations]; MR --> EC[Events Coordinator];</pre>
LEVEL: Level 8, Local Government Officers Award and City of Albany Above Award Policy – Local Government Officers (Western Australia) Award 2021.	
DIRECTORATE: Community Services	
REPORTS TO: Manager Community Relations RESPONSIBLE FOR: Events Officer, Events Approvals and Project Officer and Events Assistants	

3. POSITION OBJECTIVE

This position is responsible for the planning and delivery of community events and projects that aim to enhance the liveability and vibrancy of Albany. In this role you will;

- Develop and deliver City of Albany community events.
- Assist and support the Manager Community Relations with special projects.
- Lead, coach and develop a team of multi-skilled individuals.

4. KEY RESPONSIBILITIES

Leadership

- Supervise and provide guidance and support to the Events Officer, Events Approvals Officer, Events Assistants and events volunteers.
- Monitor and develop staff performance, undertake performance appraisals and make recommendations on staff training and development.
- Manage key stakeholder relationships both internally and externally in the area of Events.
- Represent the City as required and as directed at forums, meetings and other associated events.

City of Albany Community Events

- Plan, organise, lead and promote community events, shows and programs including, but not limited to:
 - City of Albany Christmas Festival & Pageant
 - New Years Eve Fireworks
 - Australia Day Program
 - Maritime Festival
 - Anzac Day
 - Support of other special events as required.
- Seek and prepare sponsorship and funding applications for the City of Albany's events that:
 - Meet or exceed annual budget income targets
 - Attracts Government and Corporate support for City of Albany events
 - Ensures sponsorship and funding is used and acquitted as per funding requirements
- Lead and oversee special projects that enhance the community's cultural experience and events program.
- Under the guidance of the Manager Community Relations, manage the City's Event Grant funding programs including Regional Event Sponsorship (RES) and Community Event Grants

Documentation and Reporting

- Provide regular reporting to the Manager Community Relations on events, event planning, delivery and grants and sponsorship management
- Development of robust document sets for planning and reporting purposes including:
 - site plans, production schedules, and risk management plans
 - communications plan, customer service briefs and draft media releases
 - volunteer and staff support databases.
- Prepare and manage event specific budgets, obtain quotes, purchase orders and approve invoices within approved delegation.
- Manage licences and approvals required for events including liquor licences and traffic management plans.
- Complete application for and comply with internal Events Approval Process requirements.
- Complete post-event evaluation report for each City event, including consolidation of budget, debrief with stakeholders, review of current procedure and suggested improvements.
- Contribute to the development of events related policies.

Special Projects

- Provide specialist advice and support to other teams for special projects that enhance the community's cultural experience and events program
- Research and analysis of projects.
- Event delivery and marketing projects as required.

Customer Service / Administration

- Ensure appropriate record keeping, utilising the City's electronic records management system.
- Proactively address customer queries.
- Provide finance administrative support inclusive of purchases orders, receipting and reporting and database management and development.
- Liaise and consult with relevant stakeholders and customers, internally and externally, on service, programs and activities.
- Identify and initiate customer service opportunities.
- Review, develop and communicate all customer service oriented community service policies, procedures and practice.

Workplace Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they seem.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WHS issues.

5. REQUIREMENTS OF THE JOB

Skills

- Demonstrated leadership skills with the ability to lead, coach and develop a team including the ability to motivate and support staff through busy periods.
- Excellent event management skills with the ability research, develop, implement and evaluate large scale community events and programs as well as manage concurrent and time constrained projects within budget.
- Demonstrated understanding of community and commercial events including the approval processes, concept development, project management and planning, monitoring, control and evaluation.
- Strong customer service focus and commitment.
- Well-developed problem solving, public relations and negotiation skills.
- Ability to work independently and as part of a team.
- Demonstrated experience writing grants and sponsorship proposals to secure funding for large scale community events.
- Demonstrated project management experience.
- Demonstrated ability to think strategically and act with a long term perspective, ensuring plans and outcomes align with, and contribute to City of Albany priorities.
- Demonstrated understanding of budget management including financial and operational reporting.
- Demonstrated understanding of digital marketing tools, approaches and systems.
- High level writing skills inclusive of document proofing and editing.
- Highly developed time management, organisation and administration skills

- Excellent computer skills with a developed knowledge of the Microsoft Office suite (especially Word, Excel and Outlook).
- Demonstrated ability to work under pressure and high stress situations with a high level attention to detail.

Knowledge

- Well-developed knowledge of Event Approval and Event Management (delivery) systems and legislative context.
- Well-developed knowledge of contemporary event management practice.
- Strong understanding of strategic marketing and tourism as it relates to event design and delivery with a focus on community engagement.
- Demonstrated knowledge of stakeholder relations and management.
- Well-developed knowledge of project management practice.
- Well-developed understanding of cultural inclusion.
- Knowledge of funding and sponsorship opportunities and processes (desirable)
- Knowledge of Local Government administration requirements (desirable)

Qualifications and Experience

- Demonstrated experience successfully planning and delivering large-scale community events.
- Tertiary qualification in tourism, marketing, event management or substantial experience with demonstrated expertise and competence in the field.
- Demonstrated experience leading and managing a team.
- Demonstrated experience writing and acquitting grants and sponsorship proposals to secure funding for large scale community events.
- Highly developed communication, interpersonal and event administration skills.
- Demonstrated ability to work in a high pressure, fast-paced environment with excellent prioritising skills.
- Flexibility to work outside of standard business hours, including evenings, weekends and public holidays.
- 'C' Class Driver's Licence.
- National Criminal History Check.
- First Aid Certificate.

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____