

APPLICATION PACKAGE

Shire of East Pilbara

Events Officer

Job code: #078

Casual | Newman | \$35.00 per hour (adult rate)

The Shire is recruiting for a community focused team player.

The Shire of East Pilbara is a well-established Local Government Authority in Western Australia, which services the town sites of Newman, Marble Bar, Nullagine and local communities.

We now seek to appoint enthusiastic and self-motivated individuals to fill the position of Events Officer (Casual) within the Recreation & Events department. In this role, you will assist with the development, delivery and organisation of assigned community events and activities.

The successful applicant will have highly developed customer services skills with the ability to apply attention to detail, exposure to community events or relevant sporting participation and demonstrated knowledge of safety and health practices and requirements for the workplace and events.

This position is classified at the hourly rate of \$35.00 per hour (inclusive of 25% casual loading). If you are under the age of 21 years old, junior rates will apply. Additional benefits include eligibility for long service leave, professional development and a 50% discount for recreational/gym/aquatic memberships and free

fitness assessments.

Candidates will form part of the recruitment pool that we can access now and in the future. Please note – applications will be accepted on an ongoing basis and will be assessed regularly throughout the advertising period.

Next steps

Applicants are requested to submit an up to date resume and cover letter addressing the essential criteria no more than 3 pages. If you are interested in this position, please apply via our website <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can be downloaded.

If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Tuesday, 28 June 2022.

For enquiries relating to the application or recruitment process, please contact **Human Resources Officer on (08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Emma Allinson – Coordinator Events on (08) 9175 8000.**

www.eastpilbara.wa.gov.au

Shire of **EAST
Pilbara**
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Events Officer
(Casual)Events Officer

Directorate

Community
Services

Reports to

Coordinator Events

Position Number

#078

Position Level

LGIA 2/3

Position Summary

To assist with the development, delivery and organisation of assigned community events and activities. Ensure the safety and wellbeing of patrons and stakeholders at community events through exceptional customer service, waste management, crowd controlling, adhering to policies and guidelines. To provide the public with events and exceed the public's expectations in areas including safety, customer service, venue presentation and service/event delivery. Maintain a positive approach when dealing with customers/stakeholders and report any incidents and public feedback.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards efficiency and quality of service, as directed;
- Proactively report and mitigate risks.

Role Accountabilities

- Provides assistance in the promotion, delivery and facilitation of assigned events and activities including set up and pack down.
- Perform manual handling duties in a healthy and safe manner and take reasonable care for the health and safety of all persons at the Event.
- Liaise and engage with the local community, volunteers and other authorised Shire Officers.
- Assist with event compliance conditions and approvals.
- To assist with crowd control and direction.
- To maintain an acceptable knowledge and skill level to handle effectively all enquiries related to the event or activity.
- Collate statistical data and other information during the event or activity to assist with evaluation.
- Assist with cash handling processes during the event or activity.
- Assist with volunteer management; including assisting volunteers complete required documentation at community events.
- Undertake special projects and other duties as requested, which are in line with the position's responsibilities.
- Assist with food handling according to the Shire of East Pilbara Food Safety and operational guidelines.

Selection Criteria

(Applicants are required to address ONLY the



Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Current Working With Children Check
- Highly developed customer service skills and the ability to apply attention to detail.
- Demonstrated knowledge of safety and health practices and requirements for the workplace and events - and particularly safe manual handling techniques
- Well-developed written and oral skills
- Developed keyboard and computer skills
- Exposure to community events or relevant sporting participation
- Ability to work evenings, weekends and/or Public Holidays depending on Event

Requirements

Desirable Criteria

- Current West Australian 'C' Class Drivers Licence
- TAFE Certificate III in relevant study or demonstrated experience in an events environment resulting in the same level of knowledge and skill.
- Current Applied First Aid Certificate
- Recent experience in the coordination or administration of events or required activity



INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**
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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.