

INFORMATION PACKAGE

Shire of East Pilbara

Events Officer

Job code: #051

Permanent, Full Time | Newman | Living Allowance up to \$15K p.a.

Join the journey to creating the incredible as our **Events Officer**. In this position you will be responsible for ensuring that all Shire of East Pilbara events are conducted in accordance with Shire policies and procedures, and are compliant with relevant legislation. The Events Officer is also responsible for providing physical and administrative support to the Events and Activation team. Ensure the safety and wellbeing of patrons and stakeholders at community events and activities through exceptional customer service, risk management and adhering to policies and guidelines. To provide the public with events and activities that 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.

You will have:

- Experience working and planning community events or other relevant business/community activities;
- Highly developed communication, interpersonal and business administrative skills within a multidisciplinary work environment;
- Excellent prioritizing skills, with the ability to work unsupervised or in a team environment;
- Highly developed computer literacy, particularly with Microsoft Office Suite ;
- The ability to work in a high pressure and fast paced environment;
- The ability to meet strict deadlines and have excellent time management;
- Flexibility to work out of ordinary hours and weekends
- Proven ability to utilise safe manual handling techniques with setting up and packing down events;
- Demonstrated knowledge of safety and health practices and requirements for the workplace;

Remuneration and Benefits:

- Base salary range between \$65,000 and \$80,000 per annum; *plus...*
- 15.5% Employer Superannuation Contribution (subject to employee matching contribution), *plus....*
- Living Allowance of up to \$15,000 per annum ; *plus...*
- Relocation expenses paid - up to \$10,000 intrastate or \$15,000 interstate (excludes Newman residents), *plus...*
- Eligibility for Long Service Leave, *plus....*
- 5 weeks Annual Leave and RDOs, *plus....*
- Discount on gym, Recreation & Aquatic centre memberships.

Make this role your own in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership with HEART - Honesty, Excellence, Accountability, Respect and Teamwork.**

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also 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:

4:00PM, Tuesday 31 January 2023.

For enquiries relating to the application or recruitment process, please contact **People and Culture Team** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Shane Hayes – Manager Activation & Events** on (08) 9175 8000.

www.eastpilbara.wa.gov.au

Canvassing of Councillors or Selection Panel Members will disqualify

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POSITION DESCRIPTION

Shire of East Pilbara



Position Title

Events Officer – Full Time

Directorate

Community Services

Reports to

Team Leader Events

Position Number

#051

Position Level

LGIA 4/5

Position Summary

Primarily responsible for ensuring that all Shire of East Pilbara events are planned and conducted in accordance with Shire policies and procedures, and are compliant with relevant legislation. The Events Officer is responsible for the administrative responsibilities in the organisation and delivery of the Shire event portfolio. Ensure the safety and wellbeing of patrons and stakeholders at community events and activities through exceptional customer service, risk management and adhering to policies and guidelines. To provide the public with events and activities that 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 projects and 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 the achievement of financial efficiencies and quality of service, as directed;
- Proactively report upon, and mitigate, risks.

Role Accountabilities

Contribute to the direction, delivery and administration of the scheduled calendar of events within the recreation and events team portfolio:

- Undertake the administrative tasks and responsibilities to help plan event scope, monitor budgets, review

administrative procedures, marketing, managing suppliers and end of event reporting.

- Assist with event day setup, pack up, including required funding partner signage.
- Assist to develop and review risk management and event management plans for all events.
- Assist to ensure that event sponsors' expectations are met and delivered in accordance with agreements.
- Maintain accurate records relevant to the daily administrative requirements of the Events portfolio.
- Prepare purchasing paperwork including obtaining quotes, raising requisitions and cheque requests as required.
- Engage with the local community and businesses regarding volunteering and participation opportunities at events.
- Assist to ensure that events are accessible to people with disabilities.
- Liaise with the Shires Communications and Media team to utilise effective marketing tools to maximize the promotion of events to ensure public awareness and region profile building.
- Assist the Shire's Communications and Media team to ensure the website in relation to community events information is up to date and with the preparation of information for press release and other publications.
- Develop and maintain required documentation including work instructions, procedures, records, registers, templates and other information.

Ensure that internal Shire event processes are efficient and assist event organisers and stakeholders:

- Act as a point of contact for public event enquiries. Help applicants meet the various compliance requirements in organising an event and ensure approved licences and permits have been obtained.
- Act as a conduit between various Shire departments and the event organiser.
- Ensure all relevant documentation relating to events is managed in accordance with Shire policies and procedures; including financial records, records management and post event reporting.
- Implement the Shire's public event guidelines and participate in the development of policies and procedures



related to events.

- Liaise with event organisers to ensure that events are designed and delivered in accordance with best practice principles.
- Provide administrative support to the Public Events Team (PET) by preparing agendas, minutes and helping to ensure that all programmes, projects and events, comply with relevant legislation.

Ensure the social and economic impact of events are measured:

- Prepare statistics and data for reports on events including weekly and monthly progress reports, monthly Council information bulletins, quarterly budget variances, event expenditure, end of event reports, funding acquittals and other reports as requested.

Adhere to the Shire of East Pilbara's finance, budgeting and administration processes:

- Assist with the control of relevant expenditure and income accounts including grant accounts and acquittals.
- Use of internal administration systems for all administration requirements and requested reports.
- Ensure all administrative and financial procedures are effectively carried out in accordance with the Shire's of East Pilbara's established guidelines and standards.
- Undertake special projects and other duties as requested.

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)

- Experience working and planning community events or other relevant business/community activities

- Highly developed communication, interpersonal and business administrative skills within a multidisciplinary work environment.
- Excellent prioritizing skills, with the ability to work unsupervised or in a team environment
- Highly developed computer literacy, particularly with Microsoft Office Suite
- Ability to work in a high pressure and fast paced environment
- Have excellent time management, with the ability to meet strict deadlines.
- Flexibility to work out of ordinary hours and weekends for event day delivery
- Proven ability to utilise safe manual handling techniques with setting up and packing down events.
- Demonstrated knowledge of safety and health practices and requirements for the workplace.
- Current West Australian 'C' Class Driver's License
- Current National Police Clearance Certificate.
- Current Working with Children Certificate.

Desirable Criteria

- TAFE Certificate III or IV in relevant study or demonstrated experience in an events environment resulting in the same level of knowledge and skill.
- Ability to read, understand and apply legislation and standards relevant to public events, preferably within a Local Government work environment.
- Current Applied First Aid Certificate.
- Demonstrated experience in the development of risk management plans pertaining to public events.
- Marketing and media experience
- Drive to plan successful events

Remuneration details

Employment conditions in accordance with the Local Government Industry Award 2020.

Cash salary component:

- Base salary between \$65,000 and \$80,000 per annum
- Living Allowance up to \$15,000 per annum is paid as per the Shire's policy and may be subject to change.
- 20.5% Superannuation includes: 10.5% Superannuation Guarantee plus additional 5% subject to an employee contribution of 5%. The combined total of the Shire of East Pilbara contribution shall not exceed 15.5% of the specified salary.

Hours of Work:

- As per the Award provision, ordinary hours of work are 38 hours per week.

Accommodation:

- Not provided with this position.

In addition:

- 5 weeks annual leave and the eligibility to accumulate rostered days off every 19 working days.
- Long Service Leave - Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance - following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.
- Relocation expenses paid - up to \$10,000 intrastate or \$15,000 interstate (excludes Newman residents).

Other Benefits and services:

- Uniform allowance as per the Shire's policy.
- Discounts for staff for the use of recreation and aquatic center facilities.
- Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.

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.

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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.