

POSITION VACANT

Events Coordinator

Immediate start

How to Apply

To be considered for this position, please submit the following:

1. Cover Letter

Provide a cover letter outlining your experience and your reasons for applying for this position.

2. Selection Criteria

Your cover letter must address the **essential selection criteria** outlined in the Position Description.

3. Resume

Please include the following information in your resume:

- Education and Qualifications
- Professional Development, including completed or current courses
- Computer skills and software packages you are familiar with
- Employment History, including position, school/organisation and dates of employment
- Copy of Blue Card
- Name and contact details of **two referees**

Submit Your Application

Applications can be e-mailed to employment@napranum.qld.gov.au or in person at the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Events Coordinator	Classification Level	Level 5
Department	Corporate	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Manager Community Services	Location	Napranum
Nature of Employment	Full-Time		

PRIMARY POSITION OBJECTIVE/S

The primary focus of the Events Coordinator/Administration Assistant is overseeing and managing key Council events including but not limited to Councils Ruhook Festival, NAIDOC celebrations and Anzac Day. To actively engage with Council and Community groups/representatives to ensure successful end to end planning and delivery of Community Events. Provide administrative support to the Community, Cultural and Economic Development team.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Well-developed and effective skills in planning, executing, documenting and evaluating projects and/or events autonomously.
- A demonstrated ability to create, develop and administer strict budgets and timelines and provide status updates to ensure event timelines are being met.
- Demonstrated ability to effectively manage a broad range of internal and external stakeholders, to report to management, to work as part of a team environment as well as manage relationships with partners and contributors.
- Experience in or knowledge of cultural medium marketing, promotion and publicity.
- Strong written, interpersonal and communication skills.
- Ensure effective planning for the provision of high-quality community events having regard to Council identified priorities and community needs.
- Manage the end to end process and continuously improve the cost effectiveness and efficient provision of Councils' community events with a strong customer focus and in accordance with defined Council policies and government regulations and guidelines.
- Recommend changes or strategies which promote a "Continual Improvement" and "Best Practise" approach to event delivery where relevant to your areas of control.
- Assist the Director CC&ED to source new funding opportunities for community events.
- Ability to manage, supervise and instruct staff to ensure that events are completed within set time frames, budgets and to Council Standards.
- Provide administrative support to community services within the Community, Cultural and Economic Development team.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Community, Cultural and Economic Development.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Essential

- Previous experience or knowledge of events management.
- High level computer literacy skills.
- Sound time management and planning skills
- An ability to translate plans into action, and get results.
- Strong written and oral communication skills, and an ability to communicate effectively in a cross-cultural environment.
- Effective community consultation skills.
- Sound report writing.
- A current Class "C" Class Drivers Licence (Manual).
- Ability to obtain and retain a Working with Children Blue Card.

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.