



# Northern Peninsula Area Regional Council POSITION DESCRIPTION

<b>Position number</b>	TBA	<b>Date of last review</b>	September 2022
<b>Position Title</b>	Events Coordinator		
<b>Award</b>	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
<b>Classification</b>	Band 2 Level 1 – 4 (depending on qualifications, skills, and experience)		
<b>Division</b>	Corporate		
<b>Section</b>	Community Services		
<b>Location</b>	Northern Peninsula Area		
<b>Employment Type</b>	Full Time Fixed Term 3 Year Contract		
<b>Hours of Duty</b>	36.25 hours per week		
<b>Supervisor</b>	Community Services Manager		
<b>Direct Reports</b>	Events Officer & Sports and Recreation Officer		

## ORGANISATIONAL ENVIRONMENT

### Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

### Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

### Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

## CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

## WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

### **PRIMARY OBJECTIVE OF POSITION**

The Events Officer Coordinator will work closely with all Council Departments and other NPA and external stakeholders to develop implement and promote an array of community events and sports and recreational activities that provide economic development opportunities, social cohesion and celebrate the unique lifestyle and culture of the NPA Communities.

The Events Coordinator Officer will add organise, plan, prepare and deliver events and sports and recreational activities that will encourage local participation and volunteerism as well as working cooperatively with other regional councils, event officers and tourism bodies.

### **KEY ACCOUNTABILITIES**

Duties and responsibilities include but are not limited to:

- Oversee and coordinate events and sports and recreation activities to encourage community involvement and respect local traditions and needs
- Ensure the delivery of the annual Sport and Recreation Plan
- Complete reporting requirements for event and sports and recreational grants
- Working cooperatively with a diverse range of internal and external stakeholders, strategically plan for the Australia Day, Mabo Day, Mud Rally, NPA Show, New Years Eve, Christmas Celebrations, Staff activities and meetings as well as other events as directed by executive management
- Collaborate with local organisations, relevant regional tourism bodies and councils to increase visitation around new and existing local and regional cultural and sporting events
- Promote and market the iconic position of the NPA and develop it as a 'brand' in the broader regional and Australian business context
- Negotiate with funding bodies for grant support in delivery of events and building sports and recreational programs to facilitate participation and improved health and wellbeing.
- Provide expertise and support to Council's Corporate Services Team to assist in the implementation and development of an NPARC Strategic Community Plan in the areas of sports and recreation, economic development and NPA promotion, event attraction and tourism promotion
- Maintain a high level of public display and information material relating to events, including designing information for events.
- Address clubs, organisations and groups within the community as required
- Attend all Council events
- Ensure appropriate advertising of all Council events, including website
- Develop, deliver and evaluate a comprehensive annual program of Council and community events, including the coordination of the set-up and pack down of events.
- Work cohesively with and coordinate volunteers and community groups to deliver events.
- Perform other duties as required.

### **SELECTION CRITERIA**

1. Appropriate qualifications and demonstrable experience in Events a related field in a remote and/or indigenous context.
2. Proven experience in planning and delivery of events.
3. Experience working with community groups and coordinating staff and volunteers.
4. Proficient in Microsoft programs.
5. Ability to undertake significant stakeholder engagement to facilitate development and ongoing review of a 5 year strategic plan for community and economic development related activities including yearly events calendar,
6. Demonstrated ability to develop and maintain positive, cooperative and productive relationships with staff, the community and key stakeholders.

7. Ability to contribute to website management for the purposes of promotional programs
8. Knowledge of Indigenous and Torres Strait Islander cultural issues
9. Hold current drivers licence
10. Must possess Working with children card (blue card)
11. Understanding of the practical application of WH&S

## PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Compliance with all Council policies and procedures
- Compliance with relevant WHS standards
- Compliance with the Council's Code of Conduct
- Modelled high standard of behaviour and work effort for others to follow
- Safe work practices developed and followed
- Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively.
- Knowledge of systems and standards used to continuously improve efficiency and effectiveness of team
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand
- Effective working relationships maintained; conflicts dealt with constructively
- High standards of work quality and behaviour. Build and sustain positive relationships with team members, stakeholders and clients.
- Importance of workplace health and safety is understood and shared with others
- High standards of work quality and behaviour earned respect in the community and within NPARC
- High standards of work quality and behaviour that promotes NPARC within the community
- Help other team members when needed.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print)

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print)

Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print)