



Northern Peninsula Area Regional Council

Employment Opportunity

Events Officer

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council (NPARC) is seeking applications from a suitable, motivated, and experienced individual for the position of Events Officer to join the Community Services Team.

The primary aim of this position will be to maintain and improve the quality of life, health, and wellbeing of NPA regional residents by developing, promoting, and delivering quality sport and recreational activities, with a focus on both youth and senior citizens programs. This role will also contribute to the efficient and productive operation of the community services initiatives delivered by Council.

In this role you will have the opportunity to:

- You will assist closely with the Events Coordinator and the Community Services Manager, in coordinating and delivering sporting activities to meet community needs.
- Be able to work unsupervised at some times or mostly when Coordinator is on leave or other council businesses.
- Have a valid Driver's License and Blue Card and or the appropriate qualifications for the roles or similar, or willing to attend further trainings and apply for Blue Card that is appropriate for the Roles.
- Willing to take Drug and Alcohol Tests before commencing employment.
- Be able to submit to All Council's Policies and Procedures.
- Attend WHS inductions & HR Inductions.
- Able to assist in lobbying for grants or fundings to run programs and activities

Key Responsibilities:

- Working cooperatively with a diverse range of internal and external stakeholders, strategically planning for events such as Mud Rally, NPA Show, Mabo Day and Australian Day etc,
 - Assist to promote and display information materials relating to all events, including designing information for the events etc.
 - Maintain an inventory records for all equipment and other accessories appropriate for this position.
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- The employee may also be asked to perform other duties as required across the company, where procedures are not clearly defined.
 - Knowledge of Indigenous and Torres Strait Islander cultural issues
 - Hold current driver's licence.
 - Understanding of the practical application of WH&S requirements
 - Employee Assistance Program

Other duties:

- The employee may be asked to perform other duties as required across the company. Where procedures are not clearly defined, the employee is expected to exercise judgement & initiative & seek clarity where required.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

In return for your valued contribution, you will be rewarded with:

- Fulltime- 12 Months Fixed Term
- 36.25 hours per week
- Salary \$56,717.95 - \$69,177.49 per annum plus Superannuation
- Steam A, Band 1, Level 1-4 (depended on experience, skills, and qualifications)
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

- Appropriate qualifications and demonstrable experience in Events a related field in a remote and/or indigenous context.
- Proven experience in planning and delivering events.
- Experience working with community groups and coordinating staff and volunteers.
- Proficient in Microsoft programs.
- Demonstrated ability to develop and maintain positive, cooperative, and productive relationships with staff, the community, and key stakeholders.
- Ability to contribute to website management for the purposes of promotional programs.

Desirable

1. Hold tertiary certificate in Recreation and Sport Management or a similar discipline.
2. Sports Coach certificates (desirable).

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au or hrdepartment@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Friday 14th February 2025 @ 5pm.