



Northern Peninsula Area Regional Council POSITION DESCRIPTION

Position number	TBA	Date of last review	January 2025
Position Title	Events Coordinator		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	Band 2, Level 1 – 4 (depending on qualifications, skills, and experience)		
Salary	\$69,177.49 - \$95,102.63 per annum, plus superannuation		
Division	Community Services		
Location	Northern Peninsula Area		
Employment Type	Full Time Fixed Term 3 Year Contract		
Hours of Duty	36.25 hours per week		
Supervisor	Community Services Manager		
Direct Reports	Events 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 2023*, 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 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 activities to encourage community involvement and respect local traditions and needs.
- Complete reporting requirements for event 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 build programmes to facilitate participation and improved health and wellbeing.
- Provide expertise and support to Council's Community 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.

