



POSITION NAME: EVENTS COORDINATOR

SECTION: TOURISM

DIRECTORATE: ECONOMIC & ORGANISATIONAL DEVELOPMENT

1. REMUNERATION

Grade 14 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:
Manager Tourism

b) Positions directly reporting to this position:
Nil

3. PURPOSE

The Events Coordinator will coordinate and deliver key Council managed Tourism events, secure new Tourism events and provide support to **wider** Tourism event and festival programs across the city that contribute to the economic growth of Griffith.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Director Economic & Organisational Development
- Marketing & Promotions Officer
- Visitor Information Centre Coordinator
- Visitor Information Centre staff
- Other Council staff

External

- Event stakeholders
- Volunteers
- Spring Fest Working Group and Sub groups
- Tourism and Events Committee Members
- Destination NSW
- Destination Riverina Murray

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
- Actively participate and contribute to the development of plans, policies and procedures

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities
- Acquire and maintain knowledge of Work Health and Safety matters
- Ensure all staff and volunteers are properly trained in all relevant aspects of health and safety applicable to their role

Teamwork

- Actively participate as a member of the relevant Council section and department
- Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives
- Promote a culture that encourages and values the contribution of staff to the achievement of Council activities

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements

Training and Development

- Actively participate in Council's training and development programs as required

Continuous Improvement and Innovation

- Promote the development of more efficient work practices
- Promote a culture of change and innovation by encouraging new ideas
- Identify and propose additional business opportunities that enhance Council's existing capabilities

Environment

- Consider the protection of the environment when undertaking all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Be prepared to work flexible work hours as required

6. PRINCIPAL ACCOUNTABILITIES

- Project manage, coordinate and deliver key Council managed Tourism Events to meet community expectations
- Maintain the Event Strategy and Manual
- Investigate, develop and implement opportunities to generate events for Griffith
- Act as Council's liaison for external events run by other community groups and organisations, as agreed to by the Tourism Manager.

7. KEY DUTIES

- Coordinate and deliver Spring Fest and all associated events that fall under this Flagship event
- Develop operational strategies relevant to event management
- Develop and promote the conference event market for Griffith
- Working with the Marketing & Promotions Officer in sourcing sponsorship for local events
- Prepare and monitor event budgets
- Ensure compliance with insurance, legal, health and safety obligations for events
- Consult with prospective event holders to ensure the annual calendar for the city is well planned
- Compile the ongoing online web calendar for visit Griffith and ensure distribution to all relevant channels
- Apply for, coordinate and acquit event funding opportunities
- Liaise between Council and the community for the staging of Griffith's signature events as agreed and directed by the Tourism Manager
- Working with Griffith Regional Art Gallery, Griffith Regional Theatre and Pioneer Park Museum for cross promotion and event collaboration for Tourism Event opportunities
- Collaborate with sporting communities to develop events
- Provide advice and report to committees of Council such as but not limited to Spring Fest Working Group and Tourism & Events Committee
- Develop and maintain a local and regional resource database that can be utilised by event participants, event organizers, Griffith City Council and its community

8. COMPULSORY REQUIREMENTS OF THE POSITION

Nil

9. KEY SELECTION CRITERIA

ESSENTIAL

- Tertiary qualifications in event management or equivalent field or demonstrated extensive experience and skills working in event or festival management including planning & creation of events.
- Demonstrated experience in developing and conducting risk assessments, meeting WHS regulations and other event safety measures.
- Demonstrated ability in assisting in budget preparation.
- Demonstrated experience in working within a small team and with event volunteers.
- Experience in working with event stakeholders.
- Demonstrated experience to present and speak in a public forum in a clear and confident manner.
- Demonstrated high level written skills, including the ability to prepare original documents.
- Demonstrated experience with MS Office and social media platforms
- Hold a current Driver's License

DESIRABLE

- Demonstrated experience in working with Local Government
- Demonstrated experience in raising funds through sponsorship and other means

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

I Infrequent: exposure to the physical factor two – three times a year on average
 O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 S Seasonal: Activity involves seasonal variations
 N/A Not Applicable
 ≡ Winter
 * Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		X	X				

Demands	Description	I	O	F	C	R	S	NA
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery		x					
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.			x		x		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				x			
Standing	Tasks involve standing in an upright position without moving about					x		
Driving	Tasks involve operating any motor powered vehicle			x				
	Tasks involve driving vehicle on unsealed roads.			x				
Sitting	Tasks involve remaining in a seated position during task performance			x				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.				x			
Walking/Running	Tasks involve walking or running on even surfaces	x	x					
	Tasks involve walking on uneven surfaces	x	x					
	Tasks involve walking up and / or down slopes	x						
	Tasks involve walking whilst pushing/pulling objects	x	x					
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	x						
	Tasks involve climbing over or under machinery	x						
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.							x
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		x					
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.		x					
	1. Light lifting/carrying (0-9 Kg)		x					
	2. Moderate lifting/carrying (10-15 Kg)	x						
	3. Heavy lifting/carrying (16 Kg and above)							x
Restraining	Tasks involve restraining animals / objects							x
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.							x

Demands	Description	I	O	F	C	R	S	NA
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.							x
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		x					
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.			x				
Sensory Demands of Job Tasks								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				x			
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment				x			
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals	x						
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust		x					
Gases	Tasks involve working with gases							x
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.							x
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis							x
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room	x						
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia							x

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description created or reviewed – February 2019

Job Evaluation Assessment Date: 11/3/2019

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

.....
(signed)

.....
(date)