

POSITION DESCRIPTION		
Position Title: Community Events Assistant	Classification: Band 1 Level 3 Grade 7	Position Number: BHCC-CD-03
Group/Area: Community Development	Reports to: Community Development Coordinator	Hours per week: 35
<p>Our Organisation:</p> <p>Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world.</p> <p>Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy</p> <p>Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork</p>		
<p>Position Objective:</p> <p>The Community Events Assistant will provide assistance and support in the planning and delivery of community events.</p>		
<p>Special Requirements:</p> <p>The Community Events Assistant position will include weekend work on a 7-day roster system. Position will cover three month leave period. Hours will be increased accordingly.</p>		
<p>Key Stakeholders:</p> <ul style="list-style-type: none"> • General Manager • Director Corporate & Community • Community Development Coordinator • All Council Employees • Residents, ratepayers and other users of Council services • Suppliers and contractors 		
<p>Reporting Lines:</p> <ul style="list-style-type: none"> • This position reports directly to the Community Development Coordinator • The position does not have any direct reports. 		

Accountabilities
<p>You will use your professional skills and experience to:</p> <ul style="list-style-type: none"> • Assist in all aspects of planning and delivery of Council's core Community Events program. • Assist in developing and executing event plans for delivery of community events. • Assist in all aspects of planning and delivery of grant funded youth events. • Assist in developing and monitoring budgets in relation to community events. • Assist in the collation and selection process of community awards programs.

- Liaise with Council's Communications team in relation to community events.
- Update and maintain Council's website in relation to community events and awards programs.
- Research and procure event related services, suppliers and materials in accordance with Council's Procurement policy.
- Assist in the management of Council's event sponsorship processes.
- Assist in the management of Council's internal event processes.
- Design advertising and marketing collateral in relation to community events.
- Liaise with external event organisers and internal stakeholders with a customer focussed experience.
- Assist in the collation and report writing of Council's events sponsorship process.
- Assist in rostering of community events.
- Conduct risk assessments as directed.
- Undertake other duties within employee's skills, competency and training as required.

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having an ability to manage difficult situations and conflicts – calmly and professionally.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department , and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

You will assist Council to meet Records Information management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will adopt a teamwork approach by:

- Performing an active role within the Community Development team to achieve the objectives of that function.
- Engage in regular communication and co-operation with fellow team members.

- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.
- Conduct other duties as required to support the Community Development team.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Selection Criteria

Essential

- Certificate in administration or event management or relevant work experience in the events industry.
- Experience and a demonstrated competency in high level administration.
- Demonstrated high level of skills and experience in Microsoft Office Suite, including Word, Excel, Outlook etc.
- Demonstrated ability to learn new skills in technology independently and adapt to new technology.
- Demonstrated high level interpersonal, written and verbal communication skills.
- Proven accuracy and attention to detail.
- Demonstrated commitment to a customer service culture and delivery of quality service.
- Working with Children Check.
- Australian Federal Police Check.
- Current Class C Drivers licence.

Desirable

- Experience in communication with various levels of government and elected members.
- Experience in graphic design principles and software packages.
- Current First Aid Certificate.
- Current RSA Certificate.
- Commitment to continuous improvement.

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Acceptance of Position Description

Approved: General Manager	Signature:	Date:
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I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

Accepted: Employee Name	Signature:	Date:
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