

POSITION SUMMARY

EVENTS MANAGER (470)

Directorate	Corporate Services and Finance
Section	Events
Classification	Band 3, Level 3, Grade 9
Position Status	Permanent full-time
Commencing Salary Range	\$79,387 - \$83,405 per annum + super & lease back vehicle
Reports to	Director Corporate Services and Finance
Direct Reports	Events & Promotions Officer x 2, Events Assistant x 2, Casual Event Assistants
Work Location	Civic Centre

Position Purpose

- Develop, co-ordinate and manage events for Bathurst Regional Council and identify opportunities that support the Bathurst Region Marketing Strategy.
- Oversee the direction all major Council related events

Key Responsibilities

- Develop, co-ordinate and manage events for Bathurst Regional Council, within agreed timeframes and budgets.
- Identify opportunities for new events for the Bathurst Regional Council and community.
- Review Council's existing signature events for opportunities to improve.
- Manage and mentor Council's Event's Team in the delivery of Council's events.
- Regularly review and provide recommendations on Council's Event's strategic direction.
- Actively engage with identified third parties, including contractors, in the delivery of Events.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Tertiary qualifications in event management and/or marketing (or equivalent)
- Minimum of three (3) years' experience in the coordination and running of events.
- Expert knowledge of the events and conference markets
- Knowledge of the development and management of event budgets
- Experience in the management of an events team with a demonstrated ability to set individual targets, and motivate staff to achieve KPI's
- Experience in the engagement and management of external parties in the planning and delivering of events.
- Strong time management skills and an ability to manage multiple deadlines.
- Experience in developing event or marketing strategies and policies.
- High level of written and oral communication skills
- High level of commitment and motivation to the achievement of goals, including independence in both accountability and problem solving
- Current Driver's License

Desirable

- Experience in the delivering of events within the Local Government industry/sector
- Knowledge of risk management obligations in relation to events
- Advanced conflict resolution skills

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with RDO every third week. Extra hours will be required during events this will include evenings, weekends and public holidays.
- Hours of work are 8:30am to 4:45pm Monday to Friday
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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