

Position Title International Relations and Mayoral Events officer	HR1022	Position Level Level Five (5)– City of Bunbury Employees 2024 Enterprise Agreement	Reports To Executive Assistant to the Mayor	Primary Location Administration Building
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Role of Position

The International Relations and Mayoral Events Officer fosters global partnerships and civic pride by coordinating Bunbury’s international engagement activities and delivering key mayoral and ceremonial events. This role supports meaningful cultural exchange, strengthens community connections, and ensures the City’s values are represented both locally and abroad.

Accountabilities

International Cultural Relations

- Facilitate international engagement between the City of Bunbury and Sister and Friendship Cities to foster a range of economic and cultural activities.
- Support the transition of day-to-day international relations functions to the International Working Group.
- Facilitate or collaborate to deliver international engagement projects, programs and activities developed with stakeholders, committees and Sister and Friendship Cities as agreed or directed.
- Coordinate the end-to-end delivery of the Incoming and Outgoing Student delegations with Setagaya Japan.
- Undertake administration in support of the International Relations Committee including preparation, distribution and recording of agendas, taking and recording of minutes including distribution and record keeping.
- Deliver annual programs, milestone celebrations and activities relating to Bunbury’s relationship with its Sister and Friendship cities.
- Promote Sister and Friendship cities, international exchanges and the benefits to Bunbury and the wider community to foster understanding between countries.
- Provide event details to the Strategic Communications Officer to prepare briefing notes, speaking points, and events scripts for the Mayor and Executives.
- Liaise with internal departments to gather data and coordinate support for international initiatives.
- Maintain accurate corporate records of all contacts, communication and correspondence with Sister and Friendship Cities.
- Ensure appropriate care and documentation of the City of Bunbury Sister and Friendship Cities collection and maintain the recorded history of the Sister and Friendship Cities of Setagaya, Jiaxing and Nha Trang relationships.
- In conjunction with the Executive Assistant to the Office of the Mayor, organise and coordinate Mayoral and other delegations to and from the Sister City of Setagaya and the Friendship Cities of Jiaxing and Nha Trang and also outgoing study tours for Councillors and relevant staff if required.
- Make recommendations in relation to economic development opportunities with Bunbury Sister and Friendship Cities.

Mayoral and Ceremonial Events

- Working with the Project Lead identified through the project planning process to coordinate and deliver significant Civic and Mayoral Events including but not limited to:
 - Significant Grant Funded Initiatives
 - Significant Official Opening Ceremonies i.e. City Infrastructure Openings
 - Significant Council Funded Initiatives
- Coordinate and deliver events including but not limited to:
 - Official Receptions for Incoming Delegations
 - Sports Star Awards
- Support the delivery of internal organisational development events, such as CoB Awards and CoB Day, alongside the People and Safety team and working group.
- Evaluate the effectiveness of international relations and civic events, capturing feedback and identifying areas for improvement.
- Monitor civic event and international engagement budgets, ensuring alignment with financial and procurement policies.
- Maintain documentation and ensure records are easily accessible and up to date
- Ensure led events comply with all relevant organisational policies and procedures

Essential criteria

- Relevant post-secondary qualification or extensive knowledge and skills in a similar field
- Strong communication and interpersonal skills, with the ability to build positive relationships and provide excellent customer service.
- Experience in delivering projects or initiatives that involve international engagement, with sound problem-solving and decision-making skills.
- Ability to work effectively both independently and as part of a team, with flexibility to adapt to changing priorities.
- Experience organising and delivering events
- A proactive, self-motivated attitude with strong time management and organisational skills.
- Understanding of cultural sensitivity, international protocols, and confidentiality requirements.
- Willingness to work flexible hours, including evenings and weekends, when required.
- General knowledge of Equal Employment Opportunity and Diversity Acts.
- Demonstrated experience in following established safety protocols.
- Understanding key workplace health and safety laws and regulations applicable to the role and position.
- Actively participate in safety initiatives.

Internal Relationships

- All City of Bunbury employees
- All City of Bunbury employees
- Community Development Team
- Bunbury Regional Art Gallery Team
- Bunbury Museum & Heritage Centre Team
- Place Activation Team
- Economic Development Team
- Marketing & Communications Team
- Strategic Communications Officer
- People & Safety Team
- Tourism Team

External Relationships

- Local Government Agencies
- Federal, State Government and Local Government agencies
- General public and community organisations
- Organisations relating to Sister Cities activities
- Consultants, business groups and organisations
- Sister Cities Australia
- Council
- International Relations Committee
- Consulate Generals
- Cities of Setagaya – Japan, Nha Trang – Vietnam and Jiaxing - China

Financial Accountabilities and Delegations

- Acts within established practices.
- Designated employee, with delegated powers and duties in accordance with Local Government Act 1995 and others.

Desirable Experience

- Proficiency in Japanese, Vietnamese or Mandarin languages.
- Local Government work experience.

Mission Statement

Welcoming and Full of Opportunities

Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

We are Community

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

We are Open

- We are **open to opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

We are Brave

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

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Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

Employees must:

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

Workers must:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Signature:

Date: