

POSITION DESCRIPTION

Position Title Major Events Officer	HR2249 Position Level Level 5— City of Bunbury employees 2024 Enterprise Agreement	Reports to: Senior Major Events Officer	Primary Location: Administration Building
Role of position The Major Events Officer supports the planning, coordination, and successful delivery of major events that enhance Bunbury’s reputation as a premier events destination. The Officer ensures all logistical, financial, and operational aspects of events are effectively managed ensuring the successful execution of high-impact events. Additionally, the role contributes to the development of Bunbury’s signature events and broader activation opportunities to drive tourism and community engagement.			
Event Planning & Delivery Support <ul style="list-style-type: none"> Support the Senior Major Events Officer by ensuring the successful planning and delivery of major events. This includes managing all event elements, such as event agreements, management plans, risk assessments, budgets, logistics, and compliance. Utilise booking processes, checklists, and reporting tools for efficient event delivery, identifying and recommending opportunities for improvement. Development of project planning documentation in conjunction with Senior Events Officer. Deliver event operations by proactively identifying and resolving stakeholder concerns, ensuring a smooth and professional event experience. Ensure financial compliance and accountability by managing event budgets, monitoring financial performance, and adhering to City and government financial guidelines. Liaise with internal teams, event promoters, sponsors, and community stakeholders to facilitate seamless event coordination Support the Team Leader Place Activation on a variety of activation opportunities as requested Provide support to the Place Activation Team in the development and delivery of Bunbury’s signature events. Work outside of normal business hours when required. Stakeholder & Supplier Management <ul style="list-style-type: none"> Maintain and develop Stakeholder & supplier relationships, including obtaining quotes, overseeing contracts, and ensuring high-quality service delivery. Facilitate the recruitment and training of volunteers for City major events. Source external funding, sponsorships, and partnerships for major events by working with internal officers and external partners. Event Process Improvement & Evaluation <ul style="list-style-type: none"> Contribute to event performance evaluations by gathering data, analysing outcomes, and making recommendations for future improvements. Assist in writing post-event reports. Continuously improve event processes by reviewing checklists and reporting tools to streamline event planning and execution while identifying areas for enhancement. 		Internal Relationships <ul style="list-style-type: none"> All City of Bunbury employees Executive Leadership Team Place Activation Team Community Development Team Marketing & Communications Team Economic Growth Department Tourism Team Sport & Active Recreation Team Infrastructure Directorate Integrated Planning Team Internal Working Group External Relationships <ul style="list-style-type: none"> State Government Sporting Clubs, Associations and Peak Bodies Local Government Agencies Suppliers Community members Local businesses Volunteers External Working Groups and Committees 	
Essential Criteria <ul style="list-style-type: none"> Post-secondary qualification or experience in the delivery of major events with a strong working knowledge of event management, risk management and regulations. Exceptional stakeholder management skills with the ability to build and maintain positive relationships. Strong interpersonal skills and proven ability to work autonomously and as part of a team to gain co-operation to discuss and resolve problems. Demonstrated experience in report writing and evaluation of projects and programs. Excellent administration and organisational skills including time management, written and verbal communications and ability to continually improve on and streamline processes. Available to work flexible hours and weekends when required. Advance computer knowledge including the use of Microsoft Office and Adobe Acrobat applications. Demonstrated experience in working within and monitoring allocated budgets. Demonstrated experience in following established safety protocols General knowledge of Equal Employment Opportunity and Diversity Acts. Actively participate in safety initiatives. 		Financial Accountabilities and Delegations <ul style="list-style-type: none"> Acts within established practices. Desirable Experience <ul style="list-style-type: none"> Experience in sourcing external funding, sponsorship and partnership. Tertiary qualification in Event management or related discipline. Essential certificates: <ul style="list-style-type: none"> National Police Clearance. Current C (Car) or CA (Car Automatic) Western Australian Drivers Licence, or equivalent 	

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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**

#WEARECOB

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.

Name:

Signature:

Date: