



## Position Details

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|------------------------------|---|
| <b>Position title:</b>       | <b>Events Manager</b>                     |
| <b>Award Classification:</b> | Band 6                                    |
| <b>Department:</b>           | City Growth and Culture                   |
| <b>Division:</b>             | City Growth and Organisational Capability |
| <b>Date Approved:</b>        | August 2024                               |
| <b>Approved By:</b>          | Executive Manager City Growth and Culture |

### Organisational Relationships:

|                               |   |
|-------------------------------|---|
| <b>Reports To:</b>            | Senior Events Manager   |
| <b>Supervises:</b>            | N/A   |
| <b>Internal Stakeholders:</b> | Council Employees and Managers, Executive Team and Councillors  |
| <b>External Stakeholders:</b> | Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors. |

## Position Objectives

- Exercise personal judgment within agreed standards to respond to a service request on the same day it is received and to encourage/support other staff to do the same.
- Responsible for undertaking the application, assessment, approval and permitting for events, in public space, following all relevant regulations, policies, strategies and guidelines. Events include (but not limited to) outdoor activity in the following areas – weddings, minor events, major events, promotions, markets, signage, busking, raffles and collections within the City.
- To provide a point of contact for all enquiries regarding outdoor events within the municipality.
- To provide liaison, advice, approval and compliance role for events.
- To build and maintain working relationships with event operators, key internal/external stakeholders and relevant agencies.



- To provide specialised support and guidance for events held by community, charity and trader groups.

## Key Responsibilities and Duties

### Permitting

- Undertake all requirements for permitting events, promotions and activity in public spaces. Including application assessment, liaison, permitting, site inspections, monitoring, compliance, invoicing and post event review/debrief.
- Respond to event complaints, problem solving and enquiries.

### Client and Stakeholder management

- Provide the primary client liaison/management role and specialised support for event providers, to ensure they understand the requirements for holding an event in public space and that they produce events which meet all Councils requirements and add value to the community with minimal impact.
- Consult with internal and external event stakeholders regarding future and current events, including Victoria Police and Parks Victoria.
- Responsible for facilitating relationships with external agencies, stakeholders and organisations to assist in the safe provision of events
- Provide event related advice and information to leadership team regarding the provision of events in public space
- Build the event production capacity of community groups, traders and CoPP staff through advice, training and support.

### Strategy/Policy/Regulations

- Implement Council policies, procedures and strategies to increase the benefit of events within the community and to decrease the associated impacts.
- Assist in development and review of strategies, policies and standard operating procedures for event management.

### General

- Maintain administration systems that are efficient and comply with organisational requirements. Ensure information is up to date and accessible.
- Assist with the provision of the event team's information internally and externally, including Council's website, resident notifications and Councillor notes.
- Assist with preparation of event assessments and recommendations
- Carry out such duties as directed.



## Accountability and Extent of Authority

### Extent of Authority

- Responsible for the efficient and effective permitting of events, promotions and outdoor activity in line with Council strategies, policies, objectives and budgets.
- Authority to provide advice and recommendations to event organisers, Council staff, public authorities and the community on event related topics.

### Accountability

- Responsible for the effective management of event organisers to ensure they deliver events within all council and regulatory requirements. This includes attending events outside normal weekday hours as required to ensure compliance with all event permit conditions.
- Responsible for the provision of professional advice to internal/external clients and Council as directed or /and in accordance with policies.
- Responsible for undertaking risk management assessments on events to identify and address potential issues.
- Responsible for invoicing for events and all other administration requirements.
- Provide input into the development of Council's policy and strategy for the provision of events.
- The incumbent has the authority to carry out activities in accordance with set objectives by Coordinator

## Judgement and Decision Making

- Required to represent Council in dealing with a range of key stakeholders, including event organisers, internal officers, external agencies, regulatory bodies, community groups and residents.
- Required to assess applications and supporting documentation to determine approval of events, promotions and outdoor activity.
- Ability to work under limited supervision and use professional knowledge and experience in making decisions.

## Specialist Skills and Knowledge

- Demonstrated understanding and extensive experience in outdoor events and liaison with statutory authorities.
- Experience in successfully working with external stakeholders (e.g. Victorian Police) toward a common goal.
- Experience in providing advice on the delivery and permitting of outdoor events.



- Understanding of the political, social and legal environment and organisational context of Council.
- Experience instructing community groups, traders associations or internal staff who have limited experience in delivering events.
- Excellent interpersonal skills to act on the behalf of Council in the management of events and promotions.
- Sound Project management skills

## Management Skills

- Strong ability to manage own time, problem solve, set priorities, plan and organise workloads and monitor own performance so as to achieve specific and set objectives in the most efficient way possible with the resources available and within a set timetable.
- Handle a variety of complex tasks/problems concurrently, often with conflicting priorities, with minimum supervision.

## Interpersonal Skills

- Ability to work with flexibility in a small team.
- Excellent communication skills and the ability to represent Council in a positive and professional manner.
- Ability to build healthy relationships with event providers, other employees, members of the public and external stakeholders whilst representing Council's interests.
- Ability to draft and issue permits with appropriate conditions and then to manage event organisers to ensure they comply with all required conditions.
- Ability to solve problems via consultation and discussion with groups or individuals.

## Qualifications and Experience

- An appropriate tertiary qualification or extensive experience in events is required.
- Demonstrated experience assessing events and knowledge of risk management practices, event production, and regulations relevant to the events industries is required.
- Highly developed experience in managing clients and building stakeholder relationships.
- Experience working in a team environment and across an organisation to gain outcomes.
- Experience in a Local Government organisation
- Hold current driver's license.
- Working with Children Check



- Customer service experience
- Proficient in the use of computer software

## Mandatory Requirements

- Victorian Driver Licence

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia



- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- Demonstrated experience in event management and of the risk management issues associated with running events in public open spaces.
- Demonstrated experience managing and guiding clients to gain outcomes for the organisation.
- Knowledge and experience in building relationships, consultation, and liaison with key stakeholders.
- Excellent interpersonal skills, combined with strong verbal and written communication skills.
- Ability to manage own time, problem solve and set priorities, plan and organise with limited supervision in a busy environment.
- Flexibility to work outside of normal working hours as required
- Experience in local government is essential.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*