

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Events Officer	REPORTS TO:	Engagement and Events Coordinator
POSITION LEVEL:	Level 4	FINANCIAL DELEGATION	NIL
DEPARTMENT:	Community Relations	BUSINESS UNIT:	Events
REVIEWED BY:	Human Resources	REVIEW DATE:	October 2024
APPROVAL DATE:		APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports to the Engagement and Events Coordinator and is responsible for assisting in the high quality, intelligent and reliable execution of Council’s functions and events. This position is responsible for assisting with the planning, preparing, executing, and reviewing necessary Council’s functions and events.</p>			
3. POSITION’S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Assist in the development and execution of an annual events calendar which maximises the effectiveness of Council events. 2. Engage with external stakeholders and invested parties, communicate across various platforms and stakeholders with regards to the planning, preparation, and promotion of events. 3. Assist with the coordination and delivery of all aspects of high-quality events which meet organisational needs (e.g. prepare and manage events budgets, assist with preparing funding applications and acquittals, negotiate contracts for venues, catering, audio-visual equipment, signage, on-site production, and post-event details) 4. Manage and oversee events on the day of, including problem-solving, welcoming, and directing guests and support staff, directing event set-up, communicating with staff, and organising vendors. 5. Assist with the marketing of functions and events held within the Katherine Municipality by utilising a variety of marketing tools with an aim to maximise opportunities for Council to promote and enhance community participation and engagement. 6. Ensure compliance to all legislative, statutory requirements, safety standards, policies, and funding agreements when executing plans and preparations. 7. Provide high quality and responsive administrative and hands-on assistance. 8. Undertake general customer service duties up to and including front-desk reception duties such as answering telephone calls, emails, customer enquiries, and other matters as needed to achieve effective customer service outcomes. 9. Work cross-collaboratively with other departments to research, plan, prepare and execute Council’s events in an effective and efficient manner, provide best practice advice and guidance. 10. Provide support during events out of normal hours, including nights and weekends. 11. Other reasonable duties, at level, as agreed. 			
4. SELECTION CRITERIA			
Essential	<ul style="list-style-type: none"> • Qualifications at a Certificate IV level in a related discipline or 2 years’ experience in a similar role. • Demonstrated ability to achieve organisational goals and build relationships through events and other networking. • Excellent time management skills including working to deadlines, attention to detail at all times. • Demonstrated strong organisational and administrative skills. • Well-developed interpersonal and communication skills and a collaborative mindset • Excellent written and verbal communication skills. • Current NT Drivers Licence; 		

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Desirable	<ul style="list-style-type: none">• Experience in Local Government• Qualifications in Event Management/Business Management and/or other related tertiary qualification	
5. ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date: