



## Vibrant Places Officer

**Section:** Communications and Customer Experience

**Salary point:** 11

**Position number:** PSC744, PSC1106, PSC1107

**Last updated:** March 2026

## Position objectives

The Vibrant Places Officer contributes to the development and delivery of events, arts and place making activations that create vibrant and liveable places. The role works on projects that supports economic growth, increases overnight visitor spend and fosters community connection across Port Stephens. This position is also responsible for providing professional event advice, administration and governance to event organisers staging an event on Council owned and managed assets. This position reports to the Events, Arts & Culture Lead.

## PSC values



**Respect:** Creating a unique, open and trusting environment

**Integrity:** Being honest and taking responsibility for our actions

**Teamwork:** Working together as one Council to support each other

**Excellence:** Improving the way we work, to meet future challenges

**Safety:** Providing a safety focused workplace culture

## Key responsibilities

- Contribute to the development and delivery of Council's events and activation program to align with identified strategic outcomes
- Coordinate the delivery of all PSC events including Australia Day, NAIDOC week, New Years Eve.
- Coordinate the delivery PSC place activation program
- Support the curation of PSC arts and culture program
- Provide advice and guidance to event organisers and community groups with regards to staging events, films and wedding ceremonies on public land
- Facilitate & support event organisers with the PSC Event Approvals process

- Coordinate the event application, assessment and approvals process, ensuring that the operational aspects of the event are appropriate
- Liaise with key internal staff to ensure appropriate conditions are placed on event licences
- Communicate with relevant Council staff in regards to the delivery of services relevant to events
- Deliver Council's sponsorship program – application administration, assessment and approvals process
- Develop and administer sponsorship agreements, contractor agreements, event licenses and event compliance documentation
- Facilitate relationships with internal staff, event organisations, committees and community groups
- Apply industry best practice to facilitate continuous improvement
- Identification, application and acquittal of grant funding opportunities
- Uphold risk mitigation, harm minimisation, PSC reputation and financial risk management
- Any other tasks in accordance with the Vibrant Places work plan

## Key accountabilities

- Execute the planning and delivery of councils events, arts and culture program that align with identified strategic outcomes
- Provide professional support and advice to enable a wide range of events, projects and administration to be completed within agreed timeframes and in partnership with internal and external stakeholders, suppliers and customers
- Implement place management initiatives to support the future growth and development of town centres

## Extent of authority

Tasks are performed under the general direction of the Events Arts and Culture Team Leader. Decisions and guidance undertaken from broad Council policy direction and relevant legislation. Recommend approval applications for use of council owned and managed assets. Responsible for managing own work program.

## Judgement and decision making

- Typical thinking at this level includes quantification of resources needed to meet operational targets, clarification where information is unclear or incomplete and a high degree of judgement and initiative. Scheduling, organising and planning are tasks typically undertaken at this level.
- This position is responsible for applying corporate knowledge in decision making and provision of advice to event and arts organisers, community groups and internal staff.
- This position is responsible for applying corporate knowledge in decision making and provision of advice
- This position is required to undertake assessments and provide effective solutions and recommendations to the Vibrant Places Coordinator for final approval

# Skills, knowledge and capacity

## Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service.
- Understanding of the Australian Business Excellence philosophy
- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety
- Ability and commitment to working flexible hours (ie: evening and weekends where required)

## Interpersonal

- Demonstrated well-developed written and oral communication skills
- Demonstrated ability to work as part of a strong team environment
- Demonstrated skills in negotiation, problem solving and conflict resolution to enable effective liaison with people in Council and the community
- Learning, following and applying procedures accurately and showing initiative
- Proven ability to interact and liaise with all levels of staff and members of the community

## Qualifications and experience

- Tertiary qualifications in a relevant field and/or proven experience in a similar role
- Sound understanding of the events and arts industry including significant experience with operations, development, support and facilitation
- Previous experience in co-ordinating events or community projects including planning and delivery skills
- Demonstrated skills in providing operational and logistical information and assistance to event organisers including road closures, provision of amenities, waste management, supply of power, requirements for sale of food, sound management and amusement devices etc.
- Well-developed Microsoft Office suite skills
- Demonstrated well-developed written and oral communication skills
- A high level of attention to detail and the ability to prioritise effectively
- High level project management skills
- Driver's Licence
- Current Working with Children Check

## Capability Framework level: Adept

Personal attributes

Relationships

Results

Resources

- Manage self
- Displays resilience and adaptability
- Act with integrity
- Demonstrate accountability
- Communicate and engage
- Community and customer focus
- Work collaboratively
- Influence and negotiate
- Plan and prioritise
- Think and solve problems
- Create and innovate
- Deliver results
- Finance
- Assets and tools
- Technology and information
- Procurement and contracts

## Position description approval

Employee

Date