

 <b>PORT STEPHENS</b> COUNCIL	<div> <div> <b>Position Title:</b> Vibrant Places Project Officer  <b>Section:</b> Strategy and Environment Section  <b>Salary Point:</b> 11 </div> <div> <b>Position Description</b>   <b>Position No:</b> PSC1107 </div> </div>
<b>Position Objectives</b>	<p>The Vibrant Places Project Officer contributes to the development and delivery of services, activities and programs that create a vibrant and liveable places and support economic growth. 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 and Activation Team Leader.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Contribute to the development and delivery of Council's events and activation program to align with identified strategic outcomes.</li> <li>• Provide advice and guidance to event organisers and community groups with regards to staging events and wedding ceremonies on public land</li> <li>• Assist event organisers with the PSC Event Approvals process</li> <li>• Coordinate the event application, assessment and approvals process, ensuring that the operational aspects of the event are appropriate</li> <li>• Liaise with key internal staff to ensure appropriate conditions are placed on event licences.</li> <li>• Communicate with relevant Council staff in regards to the delivery of services relevant to events.</li> <li>• Coordinate administration Council's community funding program application, assessment and approvals process</li> <li>• Develop and administer sponsorship agreements, contractor agreements, event licenses and event compliance documentation</li> <li>• Facilitate relationships with internal staff, event organisations, committees and community groups</li> <li>• Coordinate the delivery of all PSC major events, activations, corporate events and official openings</li> <li>• Coordinate Council's Event Advisory Group</li> <li>• Apply industry best practice to facilitate continuous improvement</li> <li>• Identify funding opportunities</li> <li>• Uphold risk mitigation, harm minimisation, PSC reputation and financial risk management</li> <li>• Any other tasks in accordance with the Vibrant Places work plan</li> </ul>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Extent of Authority</b>	<ul style="list-style-type: none"> <li>• Tasks are performed under the general direction of Events and Activation Team Leader. Decisions and guidance undertaken from broad Council policy direction and relevant legislation. Recommend approval of event applications for use of council owned and managed assets. Responsible for managing own work program.</li> </ul>
<b>Judgement &amp; Decision Making</b>	<ul style="list-style-type: none"> <li>• 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, planning are tasks typically undertaken at this level.</li> <li>• This position is responsible for applying corporate knowledge in decision making and provision of advice to event organisers, community groups and internal staff.</li> <li>• This position is responsible for applying corporate knowledge in decision making and provision of advice</li> <li>• This position is required to undertake assessments and provide effective solutions and recommendations to the Vibrant Places Coordinator for final approval.</li> </ul>

<b>Skills, Knowledge &amp; Capacity</b>	<div><b>Organisational</b><ul style="list-style-type: none"><li>• Demonstrated commitment to a customer service culture and delivery of quality service.</li><li>• Understanding of the Australian Business Excellence philosophy.</li><li>• Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety.</li></ul><b>Interpersonal</b><ul style="list-style-type: none"><li>• Demonstrated well-developed written and oral communication skills</li><li>• Demonstrated ability to work as part of a strong team environment</li><li>• Learning, following and applying procedures accurately and showing initiative</li><li>• Proven ability to interact and liaise with all levels of staff and members of the community</li></ul><b>Qualifications and Experience</b><ul style="list-style-type: none"><li>• Tertiary qualifications in a relevant field and/or proven experience in a similar role</li><li>• Sound understanding of the event industry.</li><li>• Previous experience in co-ordinating projects including event planning and management skills</li><li>• Driver's Licence</li><li>• 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.</li><li>• Well-developed Microsoft Office suite skills</li><li>• Demonstrated well-developed written and oral communication skills</li><li>• A high level of attention to detail and the ability to prioritise effectively</li></ul></div>			
<b>Capabilities (Adept)</b>	<b>Capability Group</b>	<b>Capability</b>	<b>Capability Group</b>	<b>Capability</b>
	<b>Personal Attributes</b>	Manage Self	<b>Results</b>	Plan and Prioritise
		Displays Resilience and Adaptability		Think and Solve Problems
		Act with Integrity		Create and Innovate
		Demonstrate Accountability		Deliver Results
	<b>Relationships</b>	Communicate and Engage	<b>Resources</b>	Finance
		Community and Customer Focus		Assets
		Work Collaboratively		Technology and Information
		Influence and Negotiate		Procurement and Contracts

POSITION DESCRIPTION APPROVED

Employee

Date