

Position Description

Head of Events

September 2020

DETAILS

Team and Department	Economic Development & Placemaking
Division	Community and Culture
Supervisor	Manager Economic Development and Placemaking Events Officer Administration Assistant (Events)
Direct Reports	Casuals
Grade	18
Delegation of Authority	
Budget	
City Plan Directions	2d. Our cultural diversity is appreciated and respected 2b: Strong partnerships between the Council, community groups and government agencies 7a. Our heritage is recognised, protected and celebrated 8c. Develop and strengthen effective partnerships with key local based organisations

PURPOSE

To produce a dynamic, high quality festival and event program for the City of Randwick that engages residents and visitors. The Head of Events is responsible for delivering a suite of signature and civic events across Randwick City which celebrate and promote local culture, connect residents with their community and attract visitors. The role requires creativity to develop the events program, experience in event delivery and leadership to manage the team.

The Head of Events will manage the delivery of major public events in an iconic location with beautiful landscapes. Council is currently reviewing its events program and developing a strategy and we need a dynamic person to lead the change to deliver the outcomes of the strategy. Randwick is a unique place to hold events with renowned and diverse locations and sites such as Coogee Beach, La Perouse, The Spot and Kingsford.

Randwick Council aims to deliver world class community events to engage our local residents, celebrate our beautiful beaches, coastline and town centres and develop tourism opportunities. The team sits within the Economic Development and Placemaking Department.

KEY ACCOUNTABILITIES

1. Manage a program of annual events that align with Councils' strategies and plans.
2. Manage all operational aspects of Council events from pre-planning through to delivery and evaluation.
3. Lead and contribute to the creative development of existing and new events.

4. Establish and maintain strong partnerships with local businesses, community organisations, creative suppliers and individuals and other relevant stakeholders and Government agencies.
5. Good understanding and willingness to work with identified stakeholders/agencies for planning for emergency management and public safety at events.
6. Effectively manage events budget, supplier contracts and contractors.
7. Prepare reports and correspondence and provide advice to other Council Officers.
8. Ensure compliance with Councils WH&S Risk Management and Environmental protection policies.
9. Implement the operational tasks as directed by the City Plan, Events Strategy (in development), Night Time Economy Strategy, Arts & Culture Strategy (in development), Environment Strategy and Economic Development Strategy (in development) and any other relevant Council directives.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Extensive major events sector experience working on a range of diverse events in the public domain.
2. Minimum 2 years' experience managing a team.
3. Demonstrated experience with seeking, developing and maintaining partnerships.
4. Demonstrated ability to manage a team of contractors and suppliers.
5. Excellent oral and written communication skills and interpersonal skills, including the capacity to respond quickly and flexibly to changing circumstances.
6. Advanced scheduling and planning skills.
7. Experience in conceptual/creative development of events, with particular emphasis on community events.
8. Demonstrated budget and financial management experience.
9. Demonstrated experience in implementing and monitoring WHS, risk management and environmental protection principles for events.
10. Ability to manage competing projects and priorities and ability to solve complex problems.
11. Ability and willingness to work flexible hours including weekends and public holidays.

DESIRABLE

12. Tertiary qualifications in event management.
13. Creative production, arts or stage management experience
14. Experience using Event Management software/applications
15. Event management experience in Local Government.

COMPETENCIES

Building Customer Relationships

Ensuring that the internal and external customer's needs are met; building productive relationships with high-priority customers; taking accountability for customer satisfaction and loyalty; using appropriate interpersonal techniques to prevent and resolve escalated customer complaints and regain customer confidence.

Decision-making

Identifying and understanding problems and opportunities by gathering, analysing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions; taking action that is consistent with available facts and constraints and optimises probable consequences.

Guiding Team Success

Using appropriate methods and a flexible interpersonal style to build, motivate, and guide a cohesive team to complete team goals.

Coaching

Engaging an individual in developing and committing to an action plan that targets specific behaviours, skills, or knowledge needed to ensure performance improvement or prepare for success in new responsibilities. Planning and supporting the development of individuals' knowledge, skills, and abilities so that they can fulfil current or future job responsibilities more effectively.

Planning and Organising

Establishing an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources.

Influencing

Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.

Emotional Intelligence

Establishing and sustaining trusting relationships by accurately perceiving and interpreting own and others' emotions and behaviour; leveraging insights to effectively manage own responses so that one's behaviour matches one's values and delivers intended results.

Building Partnerships

Developing and leveraging relationships within and across work groups to achieve results.

Facilitating Change

Encouraging others to implement better approaches to address problems and opportunities; leading the implementation and acceptance of change within the workplace.

Delegation and Empowerment

Identifying and leveraging opportunities to accelerate results and build capability by assigning tasks and decision-making responsibilities to individuals or teams with clear boundaries, expectations, support, and follow-up.

Driving Innovation

Creating an environment (culture) that inspires people to generate novel solutions with measurable value for existing and potential customers (internal or external); encouraging experimentation with new ways to solve work problems and also seize opportunities that result in unique and differentiated solutions.

Technology Savvy

Leveraging an understanding of digital tools, solutions, challenges, and emerging trends to expedite individual and team productivity; taking advantage of technology tools to uncover complicated business issues, develop practical solutions, create more customer value, and discover new business opportunities.

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	YES
Good driving record or possession of a driving licence required	YES
Specify licence type: Class C	YES
Position required to make a disclosure of pecuniary interest	NO
Criminal History Check	YES
Record keeping responsibilities	YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.