

POSITION DESCRIPTION



Date: 24 July 2025

1. Position Identification

Title:	Events Officer				
Position Number:	PE.RE.42	Level:	6	Agreement:	Shire of Exmouth Enterprise Agreement 2017
Department:	Corporate and Commercial Services				
Section:	Community and Emergency Services				
Location:	Exmouth, Western Australia				

2. Reporting Relationships

Reports to:	Coordinator Community Development
Direct Reports:	Nil

3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**
We strive for continuous improvement, embrace change and challenge the status quo.

4. Role Purpose

Reporting to the Coordinator Community Development, this position is responsible for development and delivery of Shire of Exmouth organised community events whilst enabling and assisting events delivered by community organisations through the provision of Shire support and skill development opportunities.

Enhancing and upholding a positive image of the Shire of Exmouth whilst nurturing a friendly, safe and inclusive community.

5. Key Objectives

To be responsible for the development, planning and physical delivery of a variety of community and Shire events and activities which foster community pride and spirit and enhance liveability within the Shire of Exmouth.

Liaise, assist and work with a range of stakeholders – individual and organisations – operating within the Shire of Exmouth in relation to the funding, support, skill development, and delivery of events.

Proactively promote and enhance Council's role, services and image in the community by delivering a highly professional and customer focused community events service as a member of the Community Services team, or similarly in other roles as required.

6. Key Responsibilities

Event programming

Develop a comprehensive annual events programme for Shire led events and activities, including opportunities in the lead up of these through community workshops and training as required.

Build partnerships within the community to implement the events program, identifying the potential for community involvement and support. Seek opportunities and develop new and innovative events that enhance and embed a positive image of the Shire of Exmouth.

Provide planning advice, support and guidance to in-house events and community-based events as required, i.e. consultancy role for clubs and groups.

Prepare and maintain policies, guidelines, events calendar and data pertaining to events management and community development.

In liaison with the Coordinator Community Development, develop budgets, apply for and acquit grant applications and external sponsorships.

Event Management

Coordinate and deliver community development activities, formal commemoration services, community events, biennial festival and health promotion activities both internally and externally.

Work with Communications Team and produce relevant marketing and media material to maximise public awareness and create a positive image of the Shire of Exmouth. Ensuring all marketing is up-to date and point of contact for events social media posts and event enquiries.

Track and oversee events budget effectively, working with the Coordinator Community Development.

Organise and maintain accurate record keeping for equipment hire, purchase, maintenance, storage, testing and other physical requirements related to events.

Maintain the upkeep of events storage and equipment inventory, including transporting equipment, scheduling testing.

Negotiate agreements with a variety of suppliers and contractors as per Shire procurement policy.

Ensure appropriate licences and approvals are obtained for all events - internal and external.

Prepare risk management plans and other insurance related documentation and ensure insurance, legal, health and safety obligations are adhered to.

Coordinate volunteers and Shire officers for the duration of an event as required.

Liaise with all Shire departments and external service providers in relation to venue set up, catering, equipment and accommodation as required.

Liaise with clients through every step of the event from creation, delivery and debrief.

Contribute to the Shire's reporting, business planning and budgeting processes.

Attend events, meetings and after-hours functions as required.

Event Delivery

Physical delivery of scheduled community events, as the role of event lead; delegate and participate in tasks to physically bump-in/bump-out event equipment at site. Tasks may include safe manual handling practices transferring furniture, audio-visual equipment, marquees and building/dismantling displays and staging.

Community Development

Maximise community involvement in the planning and implementation of events with the aim to develop community skills and experience.

Develop and structure events with the view to hand over to community groups to deliver.

Coordinate Council's support for community run events and festivals, including sponsorships, permits, and in-kind support, in accordance with Council Policies.

Represent the Shire on community committees and organisations where appropriate.

Customer Service

Treat all customers with professionalism and dignity.

Promptly attend to customer enquiries in a courteous and effective manner.

Work effectively as part of team to achieve excellent customer service.

Other

Any other duties consistent with the level of this position.

7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

Utilise provided PPE and safe work practices

8. Qualifications and Work Experience

Mandatory Requirements

- Hold a current national "C" class driver's license.
- Hold, as a minimum, a Provide First Aid Certificate (HLTAID003)
- Hold, as a minimum, a National Police Clearance

- Valid Australian Work Rights
- Ability to work irregular hours including late nights and early mornings as required around event date. Ability to work outdoors in various weather conditions.

Essential Requirements

- Demonstrated experience in conference, events or functions coordination or a similar role.
- Understanding on social media platforms, ability to develop and execute effective communication plan for events.
- Proven ability to use initiative to create new and innovative activities or events.
- An understanding of community development to achieve quality outcomes for the community of the Shire of Exmouth.
- Advanced working knowledge and experience in identifying, developing and managing community events and activities of a cultural, physical (recreation/sports) or health-related nature.
- Proven project management and organisational skills and a strong initiative to develop and manage their own work with minimal supervision.
- Experience in supervising groups of employees and/or volunteers in the delivery of project outcomes.
- Excellent administrative skills including customer service and correspondence.
- Excellent interpersonal skills
- Ability to demonstrate and support the values of the Shire of Exmouth.
- High competency in the use of computer programs and Microsoft Suite.
- Manual handling experience

Desirable Requirements

- Risk Management experience
- A tertiary or certificate level qualification appropriate to this position such as in event management or marketing.
- Hold a current Working with Children Card.
- Previous local government experience

Note: The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.