

Name:	Vacant
Position Title:	Events and Bookings Officer
Department:	Lifestyle Sport and Community – Community
Reports to:	Community Development Manager
Supervises:	N/A
Status:	Part Time
Classification:	Level 2

Our Aspiration, Values & Guiding Principles

Our Aspiration

Australia's most highly regarded mining town.

Our Purpose

To work with the community to plan, develop and create a township environment that is engaging, and enriches the lives of the community.

Our Values and Principles

As an organisation we will:

- Act with integrity and take ownership of, and responsibility for, our decisions
- Treat everyone with fairness and respect. We value diversity and appreciate everyone's strengths.
- Take pride in delivering value to our community.
- Engage with our community through collaboration, understanding and inclusivity.
- Strive for continuous improvement in all our operations and seek creative solutions.
- Meet the changing needs and priorities of our community and continue to build organisational and community resilience.

Position Objectives

- Manage and implement Roxby Link facility bookings and events.
- Support the Community Team to achieve Council's development and strategic goals.
- Promote Council's aspirations, values, and guiding principles at all times.

Position Details

Manage and implement Roxby Link facility bookings and events.

- Receive and action all bookings.
- Manage booking system.
- Organise quotes including but not limited to external and internal catering, equipment hire and special event enquiries.
- Communicate with user groups to ensure all foreseen requirements are accounted for.
- Ensure booking requirements are communicated to relevant areas, including staffing requirements, and planning for disruption to general business.
- Create Event Management plans as required.
- Organise required payment methods, including use of external company portals.

Audio Visual Technician

- Provide Audio Visual (AV) support for community and private events including, sound check, set up/pack up of sound and lighting equipment, and general fault resolution (within skillset).
- Ensure safety and compliance of all AV equipment prior to use.
- Ensure the AV room is safe and accessible.

Support the Community Team to achieve Council's development and strategic goals

Community Projects

- Assist in developing marketing materials to promote community events, activities, and programs.
- Assist in the implementation of Council and Community Board events, programs, and activities.
- Provide administrative support including minutes, agendas, and correspondence to the Community Board, and forums as required.
- Assist in the development and management of community projects, events, and programs, including pursuing funding opportunities and managing grant acquittals and evaluations as required.

Community Team Support

- Back up the Community Support Officer including Library, Youth and Volunteer Support as required.

Promote Council's aspirations, values, and guiding principles at all times

- Be an advocate for Council and its activities.
- Participate in staff meetings as required.
- Other duties as required within employee's skillset.

Personal Criteria

Skills

- Sound understanding of desktop publishing including but not limited to the Microsoft Office Suite.
- High level interpersonal, communication and customer service skills.
- Demonstrated ability to work independently and in a team.
- High level organisational and coordination skills.

Knowledge

- Sound knowledge of meeting procedures
- Sound knowledge of administrative processes
- Knowledge of Council and the Community Board's role in the community (or willingness to obtain)
- Knowledge of Audio-Visual equipment (or willingness to obtain)
- Basic financial knowledge

Experience and/or Qualification

- Provide First Aid and CPR (or willingness to obtain)
- Child Safe Environments “Through Their Eyes” Training (or willingness to obtain)

WHS and Risk

All employees are required to:

- Comply with the work, health, and safety (WHS) legislation, Council policies and procedures and applicable standards
- Take responsible care of their own health and safety and that of others.
- Be able to attend training courses that are job specific
- Attend and complete WHS induction
- Support Council in the development and maintenance of a culture that encourages and promotes a safe and healthy working environment
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Report any injury, hazard, or illness immediately to their supervisor
- Wear and use PPE provided as per instructions when required
- Not wilfully or recklessly interfere with safety equipment
- Conduct and/or participate in workplace inspections as applicable
- Manage and maintain accuracy of contractor documents for their respective departments
- Attend risk and hazard management training as required
- Demonstrate a good understanding of hazards and risks that are applicable to their

departments or contractors.

- Have a general awareness regarding recognition of hazards

Special Conditions

- Working With Children check is required.
- Current South Australian driver's licence (desired).
- Occasional after-hours work may be required.

Confidentiality

Security and confidentiality are a matter of concern for all persons who have access to information systems. Each person accessing the Municipal Council of Roxby Downs documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- Respect the privacy and rules governing the use of any information accessible through the information management system or network, and only utilise information necessary for the performance of work duties
- Respect the procedures established to manage the use of the information management and systems
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Code of Conduct for Council Employees
- Do not access, exhibit, or divulge the contents of any records or reports except to fulfil work duties
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, inaccurate or misleading entry in any records or report
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it
- Understand that all access to systems will be audited regularly

Persons breaching this standard either during or after serving as an employee of the Municipal Council of Roxby Downs may be subject to penalties, including disciplinary action, dismissal or legal repercussions.

Accountability

The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, contractors, visitors and the general public.

The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Roxby Downs Council's Records Management Policy, other related policies, and the State Records Act 1997.

Personnel who undertake duties for higher level positions are accountable for ensuring that in accepting the back-up position, the WHS & legislative requirements relevant to that role are referred to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide ongoing compliance with the WHS Management System.

Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Act, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance.

Acknowledgement

Job Description authorised by:			
Position:			
Signature:		Date:	
Job Description agreed by:			
Name:			
Signature:		Date:	