



## POSITION DESCRIPTION

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|--------------------------------|--------------------------|
| <b>Position Title</b>          | Events Team Leader       |
| <b>Position Code</b>           | 1004                     |
| <b>Directorate</b>             | Sustainability & Culture |
| <b>Work Group</b>              | Arts, Culture & Events   |
| <b>Position Classification</b> | Band 6                   |
| <b>Effective Date</b>          | October 2025             |

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

- 1.1 To work with internal and external stakeholders to develop and deliver a range of high-quality professional events in accordance with Council's objectives to enhance the Rural City of Wangaratta's liveability, engender a sense of community, promote local achievements and enhance organisational culture.

## 2. Working Relationships

|            |                              |
|------------|------------------------------|
| Reports to | Event Attraction Coordinator |
| Supervises | Events Support Officer       |

## 3. Key Responsibilities

- 3.1** To develop and deliver a suite of organisational events (including civic events) that support that enhance liveability, engender a sense of community and promote local achievements. This will involve working outside of hours, weekends and public holidays as required.
- 3.2** To assist external agencies and community groups to deliver professional community, sporting and cultural events by providing advocacy and advice.
- 3.3** To develop and deliver a range of approved staff events that enhance organisational culture.
- 3.4** To effectively promote events to maximise participation, encourage a sense of community and enhance Council's brand and recognition.
- 3.5** To implement and apply the Events Policy and Events and Attractions Strategy to internal and external events.
- 3.6** To identify funding opportunities and develop submissions, and in conjunction with the Event Attraction Coordinator develop, maintain and report on the events budget.
- 3.7** To implement event risk management strategies as required and to ensure compliance with all relevant Occupational Health and Safety standards.
- 3.8** To network with industry peers to maintain up to date knowledge of events coordination initiatives and developments.
- 3.9** Represent Council on community committees relevant to area of responsibility as required.

## 4. Core Physical Requirements

- 4.1** Capacity to lift and move items unspecified in weight within individual limits.
- 4.2** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

4.3 Capacity to work in an outdoor environment for varying periods of time.

4.4 Capacity to drive a motor vehicle.

## 5. Accountability and Extent of Authority

5.1 Accountable for the effective management and reporting of financial resources and budget within areas of responsibility.

5.2 Accountable for the provision of advice, guidance, assistance and information to staff and the community in accordance with Council policies and procedures.

5.3 Accountable for ensuring all events comply with all safety, legal and funding requirements.

5.4 Accountable for ensuring that all Council events are coordinated and promoted in a consistent manner.

5.5 Required to manage human resources including staff, volunteers, contractors, and vendors in relation to event planning and delivery.

## 6. Judgement and Decision Making

6.1 Required to make decisions to ensure that events are appropriately coordinated and promoted to achieve the best outcomes. This may require procedures to be developed based on theory or past industry experience.

6.2 Required to decide on the best methods to enhance Council's brand throughout the event management process.

6.3 Guidance and advice is usually available from the Event Attraction Coordinator or Manager - Arts, Culture & Events and Senior staff.

## 7. Knowledge and Skills

### 7.1 Specialist Skills and Knowledge

7.1.1 Highly developed organisational skills.

7.1.2 Ability to establish multiple projects and bring such projects to conclusion on time and within budget.

7.1.3 Demonstrated problem solving skills.

7.1.4 Knowledge and understanding of financial procedures including budget development and reporting.

## **7.2 Management Skills**

- 7.2.1** Highly developed organisational skills.
- 7.2.2** Ability to establish multiple projects and bring such projects to conclusion on time and within budget.
- 7.2.3** Demonstrated problem solving skills.
- 7.2.4** Knowledge and understanding of financial procedures including budget development and reporting.

## **7.3 Interpersonal Skills**

- 7.3.1** Strong communication skills, both verbal and written and the ability to write reports and present related information
- 7.3.2** Ability to liaise with counterparts in other organisations to discuss relevant specialist problems and issues.
- 7.3.3** Demonstrated ability to liaise effectively with all levels of staff, senior management, Councillors, external agencies and with the wider community to achieve identified goals

## **8. Qualifications and Experience**

- 8.1** Tertiary qualifications in a marketing, events management or a related discipline and/or extensive experience in such fields.
- 8.2** Demonstrated experience in the planning, promotion, coordination and delivery of events and functions.
- 8.3** Level 2 First Aid
- 8.4** A current driver's license
- 8.5** Current Working with Children's Check

## **9. Key Selection Criteria**

- 9.1** Tertiary qualifications in a marketing, events management or a related discipline and/or extensive experience in such fields.
- 9.2** Demonstrated experience in the planning, promotion and coordination of events and functions.
- 9.3** Experience and knowledge of risk management practices and Occupational Health and Safety requirements relating to event management.

- 9.4 Well-developed written and verbal communication skills and the ability to develop social networks.
- 9.5 Demonstrated ability to develop strong social/ community networks and work pro-actively with them to achieve identified goals.
- 9.6 Highly developed organisational and problem-solving skills.
- 9.7 Ability to work autonomously and in a team environment.

**Authorised by: Director – Sustainability & Culture**

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**Date:**

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**Employee's Signature:**

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**Date:**

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