

Position Title	City Events and Activation Producer
Department	City Future
Unit	City Business and Engagement
Team	City Events and Activation
Supervises	nil
Reports To	Team Leader City Events and Activation
Grade Range	Grade G
Date Prepared	8/01/2021
Date Last Updated	6/08/2024

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The purpose of the City Events and Activations Producer is to coordinate and deliver Signature and Major events for Council. The City Events and Activations Producer will assist the Team Leader in implementing Council's Events Calendar and implementing Council's Events Framework to ensure the consistent delivery of events across Council.

This position will perform their tasks to a high professional standard, with attention to detail and accuracy to ensure that Council's brand and reputation is promoted and displayed with integrity at all events and activities. The City Events and Activations Producer will also facilitate Council participation in Community Events in Canterbury Bankstown.




Accountabilities

- Monitor, implement and review Council & Community Events Policy and Annual Events Calendar.
- Coordinate and deliver Signature, Major events, Activations and Official Ceremonies for Council.
- Monitor community expectations and latest industry standards to ensure Council events are innovative and relative.
- Ensure events and activities are organised within the allocated budget and perform all administrative duties required for the role.
- Develop and implement strategies to attract sponsorship and local and external stallholders to Council's events.
- Build relationships with key staff and community representatives.
- Consult with, advise and support appropriate event committees to manage, support and deliver quality community events.
- Ensure that Council's brand and reputation is promoted and displayed with integrity at all events.
- Participate in projects across the City Business and Engagement Unit, as required, and undertake other duties relevant to the role or skills required by the position.
- Carrying out duties as required by Team Leader or Manager.
- Flexibility to work after hours and weekends.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans

		<ul style="list-style-type: none"> • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Results		
Innovate and Improve	Adept	<ul style="list-style-type: none"> • Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation • Identifies, shares and encourages suggestions for organisational improvement • Experiments to develop innovative solutions
Resources		
Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> • Helps others understand and comply with basic ordering, receipting and payment processes • Contributes to the identification of business requirements, deliverables and expectations of suppliers • Provides objective input to evaluation processes for proposals and tenders • Works with suppliers and contractors to ensure that goods and services meet time and quality requirements
Personal Character		
Safety and Accountability	Adept	<ul style="list-style-type: none"> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Implements safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- A tertiary qualification in Event Management, Marketing or a related discipline and/or a minimum 3 years appropriate professional experience
- A current Class C drivers' license and own reliable transport

Essential Experience

- Excellent written and verbal communication, negotiation and problem solving skills
- Experience in major event management
- Ability to operate within a dynamic multi-disciplined, multi-project environment
- Ability to prepare and monitor budgets

Desirable Qualifications and or Experience

- Desirable Qualifications
- Qualification in Traffic Management Control
- First Aid
- Previous experience supporting community committees and internal stakeholders
- Experience implementing civic protocol
- Experience managing volunteers

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>