

Position Title	Trainee Event Management
Department	City Future
Division	
Unit	City Business & Engagement
Team	City Events and Activations
Supervises	Nil
Reports To	Team Leader Events and Activation
Grade	T
Date Prepared	3/09/2026
Date Last Updated	7/09/2026

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

Trainee Event Management provides practical support to the City Events & Activations Team in the planning, coordination and delivery of Council's major events and place-based activations. The position provides an opportunity to develop practical event management skills while working alongside experienced Event Producers and internal Council teams. The trainee will gain exposure to the complete event management lifecycle, including event planning, stakeholder engagement, procurement, supplier coordination, risk management, event logistics, communications, event-day operations and post-event evaluation.

The role will contribute to the successful delivery of safe, inclusive, accessible and high-quality events and activations that support the priorities and objectives of Canterbury-Bankstown City Council (CBCity).

Accountabilities

- Support the planning and delivery of CBCity major events and activations.
- Assist Event Producers with event plans, schedules, budgets and documentation.
- Coordinate with internal Council teams, suppliers, contractors and stakeholders.
- Assist with procurement, quotes, purchase orders and supplier administration.
- Support event site preparation, bump-in, event delivery and bump-out.
- Assist with event risk, WHS, accessibility and compliance requirements.
- Provide professional customer and stakeholder support.
- Maintain accurate event records, files and databases.
- Assist with event communications, signage and operational materials.
- Participate in event debriefs, evaluations and continuous improvement.
- Develop practical event management skills through on-the-job training and mentoring.

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 – Labourer / TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 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		
Safety and Accountability	Foundational	• Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Personal Character		
Act with Integrity	Foundational	• Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Results		
Innovate and Improve	Foundational	• Contributes own knowledge and ideas • Suggests improvements to the way work is
Results		
Think and Solve Problems	Foundational	• Finds and checks information needed to complete own work tasks • Breaks down information and issues into component parts • Thinks through the options available and checks his/her suggested approach • Refers complex issues and problems to a manager/ supervisor

Relationships		
Communicate and Engage	Foundational	• Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with
Resources		
Technology and Information	Foundational	• Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management

* 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 Chief Executive Officer.

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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Studying Event Management Certificate 3 or Diploma Event Management

- A current Class C drivers' license and own reliable transport
- Working with Children Check

Essential Experience

Desirable Qualifications and or Experience

- Demonstrated basic understanding in planning and delivering an event

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☒	☐
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☐	☒