KATHERINE TOWN COUNCIL – POSITION DESCRIPTION

1. POSITION INFORMATION			
POSITION TITLE:	Events Officer	REPORTS TO:	Engagement and Events Coordinator
POSITION LEVEL:	Level 4	FINANCIAL DELEGATION	NIL
DEPARTMENT:	Strategic Communications	BUSINESS UNIT:	Events
REVIEWED BY:	People and Culture	REVIEW DATE:	August 2025
APPROVAL DATE:	30 August 2025	APPROVED BY:	CEO

2. POSITION CONTEXT

The Events Officer reports to the Engagement and Events Coordinator. The Events Officer is responsible for supporting the planning, coordination, delivery, and evaluation of Council's civic and community events. This role works collaboratively across Council, with external stakeholders, and the broader community to deliver high-quality, inclusive, and engaging events that enhance community participation and align with Council's objectives.

3. POSITION'S KEY RESPONSIBILITIES

1. Support the development, delivery, and evaluation of an annual calendar of Council and community events, ensuring programs foster strong participation, meaningful engagement, and positive community outcomes
2. Assist with all aspects of event coordination, including budgeting, funding applications and acquittals, venue hire, catering, audio-visual, signage, marketing, and risk management.
3. Manage event logistics, including set-up, pack down, vendor coordination, staff direction, and problem-solving on the day of events.
4. Support the promotion and marketing of events through diverse communication platforms and tools, ensuring maximum visibility and community involvement.
5. Liaise with stakeholders, community groups, volunteers, and contractors to foster collaboration and ensure events are delivered efficiently and effectively.
6. Ensure compliance with all legislative, statutory, and safety requirements, including Work Health and Safety, risk management, and Council policies.
7. Provide high-quality administrative and customer service support, including handling enquiries, correspondence, reception duties, and reporting as required.
8. Work cross-collaboratively with internal teams to provide best-practice event management advice and support.
9. Deliver events outside of normal business hours, including evenings and weekends, as required.
10. Prepare reports, proposals, correspondence, and event evaluations to inform continuous improvement of Council's events program.
11. Other reasonable duties, at level, as agreed.

4. SELECTION CRITERIA

Essential	• Certificate IV qualification in a relevant discipline, or a minimum of two years' experience in a similar role. • Proven ability to deliver organisational objectives and foster strong relationships through events and community engagement. • Highly developed time management skills with the ability to prioritise tasks, meet deadlines, and maintain strong attention to detail. • Demonstrated organisational and administrative capability, with a focus on efficiency and accuracy. • Strong interpersonal and communication skills, with a collaborative and team-focused approach. • Excellent written and verbal communication skills, with the ability to engage effectively with diverse stakeholders. • Current driver's licence and capacity to travel to and from events as required. • Current working with children's clearance.

Desirable	• Experience in Local Government • Qualifications in Event Management/Business Management and/or other related tertiary qualification

5. ACKNOWLEDGMENTS		
Employee:		Date:
Manager/HR:		Date:

I have received the PD -Events Officer, and I understand that it is my responsibility to read and comply with the policies contained in this document.