


Job Description Form

1. Position Details

Position Title Events Officer			Position Number BGPA3130322
Level/Grade Level 2	Specified Calling Level	Agreement: PSA 1992 / PSCA 2019	Effective Date 4 May 2021
Division: Business and Community Engagement		Branch: Visitor Services and Community Engagement	
Section: Events		Location: Kings Park and Botanic Garden	

2. Reporting Relationships

Position Title Manager Visitor Services and Community Engagement	Level/Grade Level 7	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JDF HR OFFICER: <i>Will</i> 10 Jun, 2021</p>
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Responsible to

Position Title Events Coordinator	Level/Grade Level 5
Responsible to	
This position	

Other offices reporting directly to this office

Position title	Level/Grade

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

To assist in the planning, organisation and delivery of high quality visitor and cultural events in Kings Park and Botanic Garden and Bold Park, including the Kings Park Festival, summer events program, and other sporting, educational and cultural events.

A flexible person willing to occasionally work after hours at events is required.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the general direction of the Events Coordinator this will position will;

1. Assists in the preparation, coordination and execution of community and cultural events for people visiting Kings Park and Bold Park.
2. Supports the Events Coordinator in the management of event contracts to meet financial and community service obligations of the Botanic Gardens and Parks Authority.
3. Assists in development and preparation of promotional materials.
4. Assists in reviewing documentation relating to ongoing medium-sized events organised by external Event promoters/organisers.
5. Liaises with stakeholders, external contractors, lessees and volunteers, to ensure efficient and effective collaboration and communication.
6. Contributes toward the creation of reports, budgets, events management documentation as required.
7. Ensures functions and venues for hire meet the requirements of public safety, Occupational Safety and Health and Liquor licensing.
8. Maintains Kings Park event venues by ensuring all external event organisers and contractors meet appropriate risk management requirements and comply with BGPA Regulations and procedures.
9. Assists the Education Bookings and Administration Officer with all aspects of the bookings process for Kings Park Education and Learning products, demonstrating knowledge of all the programs available.
10. Willingness and ability to work occasionally on weekends, public holidays and evenings when required.

Other

11. Actively contributes to improving teamwork within the Authority.
12. Operates in accordance with the Authority's policies and relevant legislation including Occupational Health Safety and Equal Employment Opportunity.
13. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
14. Undertakes other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following five criteria. These should be addressed in no more than three pages in total.

1. Demonstrated experience in planning, delivery and reporting of public events.
2. Strong written and verbal communication skills, together with good analytical and presentation skills.
3. Demonstrated ability to work effectively as part of a team.
4. Demonstrated organisational and time management skills, including coordinating small project budgets and selected programs.
5. Demonstrated ability to show initiative, flexibility and the ability to quickly adapt to changing situations, especially in an outdoor environment.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

6. Relevant experience in Events management.
7. 'C' class driver's licence.
8. Understanding of occupational safety, health, equity and diversity principles and practices.
9. Ongoing willingness to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
(Desirable)
10. Holds or is willing to obtain a Senior First Aid Certificate
11. Ability to work a variation of hours, including after hours, some weekends and public holidays.

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Desirable:

Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/>		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1.0 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	225311		

7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: