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| **Position Title** | Manager Major Events |
| **Classification** | Level 6 |
| **Industrial Agreement Award** | Public Sector CSA Agreement 2024 Public Service Award 1992 |
| **Position Number** | TWA22032 |
| **Division** | Events |
| **Branch** | Major Events |
| **Number Direct Reports** | None |
| **Reports To** | Director Major Events, TWA23007 |
| **Location** | Perth CBD |

# **Corporate Context**

The Department of Creative Industries, Tourism and Sport works collaboratively with government, community organisations, peak bodies and other stakeholders to achieve our vision of creating a vibrant, inclusive and connected community. For further information, please visit our website at [www.cits.wa.gov.au.](http://www.cits.wa.gov.au.)

**Organisational Context**

Tourism WA is responsible for promoting Western Australia as a holiday destination. Its focus is on marketing the State; developing, attracting and promoting major sporting, cultural and business events; and supporting the development of significant tourism infrastructure and projects.

# **Purpose of Position**

# Manage Events Division contract development and sponsorships with external event holders and ensure delivery of objectives under the contract and manage event research activities.

# **Responsibilities**

1. Manage complex and high-risk sponsorships including the development of contract management plans and ensuring that the obligations of other parties are delivered to Tourism WA.
2. Establish strong relations with external event holders, cross-government agencies and other stakeholders to ensure open lines of communication and assist in the smooth delivery of the contracted parties’ obligations to each other.
3. Ensures timely delivery of contractual requirements including marketing and operational planning, financial, risk management and insurance requirements.
4. Monitors and reports financial progress of the event/project from analysis of quarterly reports, audits and event management report.
5. Undertakes research projects and tender contracts for economic, social and media impact of events and other event evaluation as required.
6. Provide support with the contract management and research budget including forecasting and reporting.
7. Manage signage contracts, inventory and warehousing for event signage and equipment.
8. Works closely with Marketing Services to ensure appropriate leveraging and marketing of major events.
9. Manage Events Division benefits and projects.
10. Represents Tourism WA on committees and forums or at events as required.
11. Undertake other duties as required.
12. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
13. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
14. Perform any other duties as assigned or necessary to support the objectives of CITS.

**Selection criteria**

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## **Essential**

1. Considerable experience in major event management including an understanding of the sports, arts, cultural and entertainment industries.
2. Significant experience of working in high-profile events, preferably on a national or international stage.
3. Demonstrated experience of working successfully in environments with competing priorities.
4. Understanding and experience in contract negotiation and development including government tenders and contract processes.
5. High level of negotiation and budget management experience as well as an understanding of the risk management process.

**Desirable**

1. Experience working with national or international sporting federations and bodies
2. Experience of working within a major events organising committee
3. Understanding of the national and international media industry (in particular television and news media) and its requirements related to events.

# **Leadership expectations**

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context

| **Expected behaviour** | **Behaviour descriptors** |
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| Lead collectively | Seek and build key relationships, work together and focus on the greater good. |
| Think through complexity | Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks. |
| Dynamically sense the environment | Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes. |
| Deliver on high leverage areas | Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges. |
| Build capability | Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion. |
| Embody the spirit of public service | Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good. |
| Lead adaptively | Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts. |

*The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures, and to Elders both past and present.*

# **Pre-employment requirements**

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

# **Special Conditions**

Other conditions specific to this role are:

* Ability and willingness to undertake travel for business needs
* Ability to work outside normal business hours on a frequent basis

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| **Registration Date** | 11/07/2025 |