

INFORMATION PACKAGE

Shire of East Pilbara

Senior Activation and Events Officer

Job code: #259

Permanent, Full Time | Newman | Relocation Expenses | Living Allowance | Use of Shire Vehicle

Bringing communities together through impactful and unforgettable events!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Senior Activation and Events Officer**

Do you have?

- A relevant tertiary/TAFE qualification or significant equivalent experience in event management.
- Substantial demonstrated experience leading the end-to-end planning, production and delivery of complex and large-scale community events.
- Demonstrated technical expertise in event production and audiovisual systems (audio, staging, screens and related technologies).
- Demonstrated experience managing contractors and event-related procurement, including infrastructure or capital projects.
- Demonstrated experience authoring event governance documentation (Risk Management

Plans, Event Management Plans) and ensuring compliance with relevant legislation and standards.

To be successful in this role, you will have demonstrated experience supervising, mentoring and developing staff. You will have highly developed communication, organisational, budget-management and problem-solving skills. You will have Current 'C' Class Drivers Licence valid in Western Australia.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the **Essential Criteria** in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

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Canvassing of Councillors or Selection Panel Members will disqualify

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Senior Activation and Events Officer

Directorate

Community Experience

Reports to

Manager Activation and Events

Position Number

#259

Position Level

LGIA 8 (Annualised)

The Senior Activation and Events Officer leads the planning, production and end-to-end delivery of the Shire's activations and events program, including the Shire's flagship, marquee, civic and ceremonial events. The position is the Shire's specialist authority on event production and audiovisual (AV) systems, leads event governance and compliance, manages key external, community and corporate stakeholder relationships, and drives the activation of community spaces and venues. The position supervises and mentors junior and casual staff, manages contractors and event-related procurement (including infrastructure and asset projects) and applies evaluation data to improve programming.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards the achievement of financial efficiencies and

quality of service, as directed;

- A commitment to the health, safety and wellbeing in the workplace;
- Proactively report upon, and mitigate, risks.

Role Accountabilities

EVENT PLANNING, PRODUCTION AND DELIVERY

- Lead the planning, production and end-to-end delivery of the Shire's activations and events, including flagship, marquee, civic and ceremonial events.
- Act as the Shire's specialist authority on event production and audiovisual (AV) systems including technical design, equipment specification, set-up, operation and troubleshooting.
- Lead the advocacy, scoping, procurement and contractor management of event-related AV and infrastructure works, including capital projects and asset remediation, in accordance with the Shire's procurement framework and financial delegations.
- Author and maintain event governance documentation including Risk Management Plans, Event Management Plans, permits and supporting templates ensuring consistency, best practice and legislative compliance across the team.
- Lead and manage key external, community and corporate stakeholder relationships (including resource-sector partners, community organisations, government agencies and elected representatives), and deliver the Shire's obligations under event-related agreements and Memoranda of Understanding.
- Lead the activation of community spaces and



venues, including the development of sustainable, community-led activation models that build local capacity.

- Design and apply event evaluation methods and tools, analysing attendance, demographic and satisfaction data to inform programming and continuous improvement.
- Lead event marketing and community engagement in collaboration with the Media and Communications team.
- Identify, secure, leverage and acquit grants and sponsorship for activations and events, ensuring funder and sponsor compliance.
- Develop, monitor and report on event budgets, and contribute to financial planning for the portfolio.

TEAM LEADERSHIP AND DEVELOPMENT

- Supervise, guide, mentor and develop junior officers and casual event staff, and set governance and delivery standards for the team.
- Deputise for, and act in, the Manager Activation and Events role as required.

COMPLIANCE AND ADMINISTRATION

- Ensure all information is captured within the Shire's management and record-keeping system.
- Ensure ongoing compliance with the Shire's WHS requirements in line with the Work Health and Safety Act, Regulations, and Health and Safety policies and procedures.
- Other duties and responsibilities as directed within the skills and abilities of the individual.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- A relevant tertiary/TAFE qualification or

significant equivalent experience in event management.

- Substantial demonstrated experience leading the end-to-end planning, production and delivery of complex and large-scale community events.
- Demonstrated technical expertise in event production and audiovisual systems (audio, staging, screens and related technologies).
- Demonstrated experience managing contractors and event-related procurement, including infrastructure or capital projects.
- Demonstrated experience authoring event governance documentation (Risk Management Plans, Event Management Plans) and ensuring compliance with relevant legislation and standards.
- Demonstrated experience building and managing senior external, corporate and community stakeholder relationships.
- Demonstrated experience supervising, mentoring and developing staff.
- Highly developed communication, organisational, budget-management and problem-solving skills.
- Current Working with Children Check.
- Current 'C' Class Drivers Licence valid in Western Australia.

Desirable Criteria

- Demonstrated grant writing, funding and acquittal experience.
- Experience in place activation and community-led programming.
- Relevant technical/AV experience.
- Demonstrated experience in the development of risk management plans for public events.
- Experience working in regional or remote Local Government.



Remuneration details

Employment conditions in accordance with the Shire of East Pilbara Industrial Agreement 2024 (LGIA 2024)

Cash salary component:

- Annualised salary \$115,755 - \$125,151, includes:
 - Leave loading and
 - Overtime 4 hours per week.
- Living Allowance up to \$15,000 per annum is paid as per the Shire's policy and may be subject to change.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary.

Accommodation:

- Is not available for this position.

Relocation expenses:

- The Shire will negotiate reasonable relocation expenses with the successful applicant.
- Up to \$15,000 for interstate or \$10,000 for intrastate (GST Inc.).

In addition:

- Annual uniform allowance up to \$440.
- Restricted private use of motor vehicle with fuel included.
- 5 weeks Annual leave.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Hours of work:

- As per the Award, ordinary hours of work are 38 hours per week.
- For this position, the working hours are based on the events schedule which may change through the year hence flexibility on working hours Monday to Sunday is required.

Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.