

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
- ✓ *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

Trust Respect Integrity Collaboration Communication Innovation

- ✓ *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.*

POSITION DETAILS

Position Title	Tourism & Events Officer
Directorate	Economic & Community Development
Department	Marketing & Promotions
Location	Council Offices and/or Leeton Visitor Information Centre
Salary Grading	9
Employment Status	Full time Permanent (after successful completion of the 3 month probation period)
Hours of Work	70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month
Supervisor	Marketing & Promotions Coordinator
Staff Reporting to Position	<ul style="list-style-type: none">▪ Nil
Key Internal Relationships	<ul style="list-style-type: none">▪ Events Officer▪ Visitor Services Officer▪ Director Economic & Community Development▪ WHS▪ Outdoor teams
Key External Stakeholders	<ul style="list-style-type: none">▪ General Public▪ Local Businesses/Event Organisers▪ Government Agencies

PRIMARY PURPOSE OF POSITION

- ❖ To provide efficient and effective support to the Marketing & Promotions Coordinator and tourism and events teams as a whole.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.

Strategy:

- ❖ Contribute to the review and updating of internal business processes.

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries (phone/counter/electronically).
- ❖ Provide specialist information and advice to customers.
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them.
- ❖ Participate in school and interest group tours and talks as appropriate.

Operations:

- ❖ Support community-based organisations and visiting clubs/organisations to host events (such as conferences) in Leeton Shire in accordance with the Annual Operating Plan.
- ❖ Develop and maintain an annual events calendar.
- ❖ Coordinate internal events for Council.
- ❖ Support the development of destination events.
- ❖ Assist with evaluation of events, safety plans and traffic management plans.
- ❖ Prepare grant funding applications.
- ❖ Assist in building and running a volunteer program.
- ❖ Assist with development and production of Tourism publications and promotions as well as posting information on the Leeton Tourism website and associated Leeton Tourism social media platforms (Facebook and Instagram).
- ❖ Maintenance of Australian Tourism Data Warehouse (ATDW) which features Leeton Shire Tourism product.
- ❖ Set up meetings and make relevant arrangements such as catering or technology requirements.
- ❖ Create purchase orders, pay invoices, collect/process payments and maintain records.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential:

Qualifications/Licences/Experience:

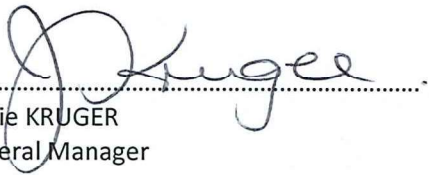
1. Qualification in marketing, tourism or event management with at least 4 year's relevant experience.
2. Must hold a current Working with Children Check (WWCC) or be willing to obtain.
3. Must hold and maintain a current Class C driving licence. Failure to retain such licence may be grounds for dismissal.

Skills/Attributes

1. Demonstrate a sound working knowledge of Word, Excel, Microsoft Publisher, InfoCouncil, Pulse and other computer applications in a Windows environment, including web-based applications.
2. Be a customer focused person with excellent interpersonal skills and the proven ability to relate well with the general public and fellow employees and maintain positive relationships with all stakeholders.
3. Demonstrate an ability to solve problems by examination and analysis of available options.
4. Demonstrate an ability to be highly organised, with attention to detail, and routinely able to meet deadlines when faced with competing priorities
5. A shown desire to continually seek self-improvement and willingness to attain skills and training when required.
6. Experience in developing budgets, financial management and account keeping.

Desired Requirements:

- ❖ Experience in Local Government
- ❖ Experience in working with community groups.


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Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position description for Tourism & Events Officer.

Dated this day of 20.....

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Signature