

## POSITION DESCRIPTION

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| <b>Position Title:</b>    | Events & Programs Officer (Sports)   |
| <b>Position Number/s:</b> | CCB-164  |
| <b>Employment Type:</b>   | Full Time, Permanent   |
| <b>Agreement:</b>         | Charters Towers Regional Council Union Collective Certified Agreement 2023 |
| <b>Award:</b>             | Queensland Local Government Industry (Stream A) Award – State 2017         |
| <b>Classification:</b>    | Level 2  |
| <b>Directorate:</b>       | Corporate and Community Building   |

### POSITION OBJECTIVE

Under regular direction, the Events & Programs Officer (Sports) supports the Events Coordinator in the administration and delivery of Council's calendar of events, sports and active recreation programs. This includes assisting with Council-run sporting events and supporting community-led activities that encourage participation, wellbeing and community engagement.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Events Coordinator  
Directly Supervises: NIL

### DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

### ORGANISATIONAL VALUES



## OUR VALUES

We are a *Community* focused  
*Team* who are *Respectful*  
and *Consistent*

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## KEY RESPONSIBILITIES

1. Assist the Events Coordinator with the planning and delivery of Council's calendar of events, sporting events, programs and activities.
2. Provide administrative support for communication and engagement with sporting clubs, community groups and stakeholders.
3. Assist with the preparation of grant applications and supporting documentation.
4. Contribute to team projects, including assisting with event promotion and delivery.
5. Assist with the development and distribution of content for Council communication channels, including websites and social media.
6. Maintain event schedules, calendars and basic budget records to support program delivery.
7. Provide operational and customer service support at events and Council venues, including front-of-house duties as required.
8. Provide general information to customers and stakeholders in line with Council procedures.
9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Demonstrated knowledge of local sporting networks, clubs and active recreation programs.
- Demonstrated experience providing administrative support for sporting events, competitions or community recreation programs, including assisting with grant application processes.
- Good verbal and written communication skills, including the ability to liaise with internal and external stakeholders.
- Well-developed customer service and interpersonal skills, including the ability to respond to enquiries professionally in both face-to-face and electronic environments.
- Ability to work effectively as part of a team and contribute to a positive and cooperative work environment.
- Ability to work under direction, with the capacity to organise tasks, meet deadlines and manage competing priorities.
- Ability to undertake administrative tasks in a structured, organised and timely manner, with attention to detail.
- Ability to exercise discretion and maintain confidentiality when handling sensitive information.
- Well-developed computer skills including experience in the use of the Microsoft Office suite of applications, specifically Outlook, Excel, PowerPoint and Word as well Adobe Creative Suite and web-based applications.

#### Desirable:

- Experience supporting events or programs within a theatre or performance venue environment (e.g. front-of-house or box office operations).

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## | Education/Qualifications |

### Essential:

- Minimum education level of completion of Year 10 or equivalent.
- Relevant experience in events, administration or community activities.
- A current Working with Children check (Blue Card) or ability to obtain.

### Desirable:

- Certificate III in Business Administration, Events or related discipline.
- First Aid and CPR accreditation or ability to obtain.

## | Licences |

### Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position is primarily an indoor role and requires a sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- This position may be required to provide out of ordinary hours relief assistance.
- This position may be required to travel to market the region across Australia.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Supervisor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_