



## Position Description – Project Officer Place Making

<b>Division</b>	Engaged Community
<b>Portfolio</b>	Community Connections
<b>Business Unit</b>	Place Making
<b>Level</b>	5
<b>Reports To</b>	Coordinator Place Making
<b>Prescribed Position</b>	Yes

### Position Objective

The Project Officer Place Making supports the activation and enhancement of public spaces through place-based initiatives including events, projects and community partnerships. Working collaboratively with community groups, stakeholders and internal teams, the role helps deliver Council priorities by supporting local-led initiatives, administering grants and sponsorships, and developing tools and resources that foster civic pride, local identity, and social connection. Central to the role is uncovering and sharing the cultural and historical significance of local places, helping to tell the unique stories of the City of Charles Sturt.

### Key Responsibilities

- Contribute to the delivery of Place Making projects through coordination, stakeholder engagement, and on-ground support.
- Engage with community and conduct research to uncover and interpret the cultural significance and stories of local places to inform Place Making initiatives.
- Provide practical guidance and support to community event organisers in planning and delivering events in line with Council policies and legislative requirements.
- Liaise with internal departments to facilitate approvals, permits, and access to in-kind support services such as venues, waste services, signage or equipment.
- Research, design and deliver place making initiatives that celebrate the identity, story and potential of local places.
- Partner in the continuous improvement and promotion of Council's Community Events Toolkit and other resources.

- Develop Council's suite of in-kind support for community event organisers.
- Support the application, assessment and acquittal processes for community event grants and sponsorships, including responding to enquiries and supporting applicants.
- Maintain accurate records of grants, sponsorships and associated documentation, in conjunction with other staff.
- Play a key role in monitoring, reporting and evaluation of funded events to ensure community benefit and alignment with Council objectives.
- Create stories and content that promote local activities, place making initiatives, and community stories across a range of media formats, including digital, print, and social media.
- Assist in delivering Council-led events and activations that support strategic place making and community building.
- Support community event organisers and place project leads with relevant documentation and advice to ensure best practice operations that enable safe, inclusive and vibrant local events and initiatives.
- Contribute to reports, communications and promotional content related to community events, story telling and activation initiatives.

## **Selection Criteria**

### **Skills**

- Strong interpersonal and communication skills, with the ability to engage and build relationships with diverse community members and stakeholders.
- Sound understanding of event planning processes, risk management, and stakeholder engagement.
- High attention to detail, with strong time management and organisational skills.
- Ability to work independently and as part of a team to meet deadlines and manage competing priorities.
- Demonstrated passion working for and with the community.
- Self-awareness, emotional intelligence and empathy.
- Highly developed project management skills to ensure delivery of complex, multi-stakeholder projects on time and on budget.
- High-level resilience and persistence in achieving community outcomes.
- Excellent written and verbal communication skills, with the ability to influence and prepare high-quality reports and briefings.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and Organisation.

- Demonstrated behaviour consistent with the organisational values.

### **Knowledge**

- Contemporary knowledge of best practice event management methods, including event marketing.
- Familiarity with grants administration, acquittals and community sponsorship is desirable.
- Competence in the use of digital platforms and software including Microsoft Office and event/project tracking tools.
- Strong understanding and appreciation of the Charles Sturt community, and its diversity.

### **Experience**

- Experience supporting the delivery of events, community programs or cultural activities in a local government or community setting.
- Experience working with community groups, volunteers or small organisations to build capacity and deliver public outcomes.
- Exposure to grant or funding program administration and event approval processes is desirable.

### **Qualifications & Requirements**

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| • Tertiary qualification in Event Management, Community Development, Arts/Cultural Management, or a related field and/or equivalent practical experience. | Essential |
| • Current Class 1 South Australian Driver's Licence.  | Essential |
| • Child Safe Environments training.   | Essential |
| • Working with Children Check (WWCC).   | Essential |