

ACTIVATION & EVENTS COORDINATOR

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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The position is:

Position Title	Activation & Events Coordinator		
Department & Section	Community Development		
Team	Placemaking & Activation		
Reporting to	Placemaking & Activation Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA 5		
Position Number	5410	Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

How does this position contribute to our community?

- Contributes to the City’s cultural, social and economic strategies through creatively developing, organising and delivering Council sponsored and/or managed activations and projects and facilitating active community participation
- Fosters the community’s capacity to deliver events and other activations
- Implements the City of PAE’s Placemaking & Activation model

What does the position do?

- Creative Producer who leads the planning, programming and delivery of complex events and projects on behalf of Council, which may include coordination and liaison with a range of teams to deliver successful events against the Placemaking Model & Activation Principles, Arts & Culture Strategy and other relevant Council Strategies
- Significantly contributes to the development of an annual program of activations to deliver a range of community, activation, economic and visitor economy objectives
- Develops event management, risk management and site management plans
- Aligned to the Placemaking Model & Activation principles for Council delivered events, programmes unique content, creating effective audience engagement opportunities, and informing marketing campaigns
- Develops preferred supplier arrangements for events and maintains a database of possible providers
- Provides event and activation knowledge, guidance and coaching to increase the professionalism and delivery of events across Council teams and the community
- Promotes and assesses placemaking and activation grants, including supporting grantees for successful delivery
- Prepares contracts, agreements, permits and reports as required
- Builds and maintains networks within the event industry, arts community, businesses and other relevant organisations
- Other reasonable duties as required
- Work at other locations within Council if required

What outcomes does the position deliver?

- In collaboration with the Placemaking & Activation team, and others, develops and delivers activations across the City which build Community, attract people to the region, stimulate economic development, and support the objectives of the City’s Placemaking Model and Activation Principles
- Builds the capacity of businesses, Community and local event organisers to successfully activate great spaces
- Develops partnerships with others to attract, implement and grow events, activations and initiatives which deliver the City’s placemaking objectives
- Ensures matters including risk, procurement, and work health and safety are properly understood and addressed in the context of events and other activations

POSITION DESCRIPTION



- Contributes to the work planning, priorities and program delivery for the Placemaking and Activation team to ensure City of Port Adelaide Enfield is a place where people love to be

The behaviours we expect the position to contribute to our workplace are:

- High level interpersonal and influencing skills
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Ability to embrace new ideas and challenges, applying creative, innovative thinking to generate ideas, concepts and solutions from diverse perspectives.
- Applies strong analytical and lateral thinking to innovative problem-solving, maintaining a solutions-focused approach to support well-informed and effective decision-making.
- Highly organised, agile and responsive with proven capability to manage time effectively, adapt to changing priorities and competing timelines.
- Possesses excellent communication skills, with the ability to engage diverse stakeholders and build, maintain, and strengthen professional working relationships.
- Operate with a high level of empathy and openness to ideas and diversity.
- Politically aware.
- Ability to coach and support others to realise their potential.
- Growth mindset and flexible approach to change.
- A commitment to personal development, self-care and improvement

Qualifications for the position

- Tertiary qualification in Event Management or a related field is highly desirable
- Current Class C Driver's License is desirable
- Current screening of Department of Human Services 'Working with Children' clearance or willingness to undergo screening is essential

Experience

- Over 5 years' experience in the development and delivery of complex event delivery with creative and strategic outcomes
- Proven experience in project management that supports the successful delivery of large events and activations
- Proven experience in developing and maintaining positive and effective working relationships with a diverse range of stakeholders
- Leading projects with a strong commitment to cultural awareness and safety.
- Proven interpersonal skills, including the ability to facilitate meetings and work with groups and individuals in a broad range of contexts
- Experience contributing to budget processes and operating within budget constraints
- Understanding of and experience in contract management.

Knowledge

- Comprehensive knowledge of the changing landscape of festivals and cultural and community events including trends, participation, and funding arrangements of event management methodologies that result in excellent project management plans, budgets, marketing plans and risk management methodologies
- Knowledge of contemporary placemaking, creative industries, community development and community engagement principles, processes and methods
- Well-honed understanding of event production
- Excellent time management, problem solving and decision-making skills
- Commitment to setting clear goals and achieving high quality outcomes

POSITION DESCRIPTION



- Ability to work in a team environment and contribute to the positive development of the team
- Knowledge of the operating environment and governance obligations relevant to events and activations

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.