

POSITION DESCRIPTION

POSITION TITLE:	Senior Events and Festivals Officer (Operations)
DIVISION:	City Services and Living
DEPARTMENT:	City Life
SECTION:	Arts, Culture and Events
STATUS:	Full Time Temporary
CLASSIFICATION:	Band 6

POSITION OBJECTIVES:

The key objectives of the position are:

- Provide an enabling environment that actively encourages commercial and community event organisers to deliver events and festivals in Hume, through leading the event and festival permit approvals process for the use of Council land/open space.
- Facilitate the operational delivery, compliance, and risk management for Council's major and landmark festivals and events, minor and civic events.
- With a customer / community first philosophy, effectively build community and organisational capacity to deliver successful, safe, and compliant events across the city, through developing guidance, information, templates, and support materials.
- Be a leader in the Events and Festivals team, acting as a first point of contact for all operational matters and providing support, knowledge and expertise to the Coordinator and team members in regards to site, operational and compliance planning in line with best practice for events and festivals.
- Provide advice and support the development of strategic priorities for events and festivals including event policies, infrastructure plans and procedures.

KEY RESPONSIBILITIES AND DUTIES:

1. Event Permitting

- Facilitate the events permitting process (including guidance, information, templates, and support), to ensure that it is in line with statutory and regulatory requirements, in support of community amenity, and accessible to the community.
- With a customer / community first philosophy, effectively build the capacity of community and Council event organisers to deliver safe and compliant events across the city.
- Regularly review the permitting process to identify and implement improvements that increase efficiency, accessibility, and utilisation.

2. Operational Delivery, Compliance, and Risk Management

- Lead the site and operational planning, delivery, and evaluation an annual program of events (including major festivals, landmark events, minor events and civic events) ensuring events are safe, well managed, accessible and compliant.
- With guidance from the Coordinator, Events and Festivals, Senior Events and Festivals Officer to lead the development and implementation of event management plans, risk, safety and emergency management plans for Council produced events.
- Engage and supervise casual and contracted event staff as required.
- Oversee operational event budgets, as allocated by Coordinator, Events and Festivals.

3. Policy and Procedure

- In conjunction with the Coordinator, Events and Festivals provide significant input into the development of event policies, plans and procedures, applying expertise and experience to ensure they meet community and Council needs.
- As required, undertake systematic reviews of key documentation to ensure accuracy, relevance, and alignment to events practice.
- In consultation with the Coordinator Events and Festivals, undertake planning to identify future event infrastructure requirements across Hume, to be incorporated into Council's capital works and asset upgrade programs.

4. Leadership

- Provide direction and leadership to the Events and Festivals Officer to ensure the successful delivery of operational outcomes.
- Provide strategic advice and support across the organisation in support of the delivery of safe and compliant events.
- Lead, guide, and support team members in the delivery of operational outcomes, including supervising temporary, casual and contract staff.

5. Other

- Flexibility is required in this role to support the delivery of operational outcomes. There is a regular requirement to work outside of business hours, including after hours and weekends.

<p>Position Description: For current version refer to HQ. Printed copy for immediate use only. Page 2 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: May 2026</p>
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- Responsibilities and duties included in this position description are subject to the multi-skilling provisions of the Hume City Council Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Coordinator, Events and Festivals
Supervises:	Events and Festivals Officer (x 1) Temporary and casual staff, and contractors (as required)
Internal Contacts:	Managers, Coordinators, Team leaders, Council staff
External Contacts:	Hume residents, event suppliers, contractors, performers, community groups, businesses, other LGA's, government departments.

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	<p>We're better, every day</p> <p>We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.</p>
	<p>We're in it together</p> <p>At Hume, everyone matters. We welcome and include all. Respect and safety are expected.</p>
	<p>We show up</p> <p>We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.</p>
	<p>All for Hume</p> <p>We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.</p>

<p>Position Description: Official or current version refer to HQ. Printed copy for immediate use only. Page 3 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: May 2026</p>
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WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

<p>Position Description: OFFICIAL or current version refer to HQ. Printed copy for immediate use only. Page 4 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: May 2026</p>
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It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

<p>Position Description: Official for current version refer to HQ. Printed copy for immediate use only. Page 5 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: May 2026</p>
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POLICE CHECK:

The incumbent must have and maintain a current Police Check

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check YES NO

PRE-EMPLOYMENT MEDICAL CHECK

- The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) YES NO
- The incumbent must undergo a Pre-Employment Audio Test YES NO

PSYCHOMETRIC ASSESSMENT

The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position YES NO

OTHER DUTIES

Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values and Guiding Behaviours.
- Maintaining knowledge of and working within Organisation Policies and Procedures including Equal Employment Opportunity (EEO) and Occupational Health and Safety (OHS), and Code of Conduct.
- Facilitating and leading Council's events permitting process (incl guidance, information, templates, and support), in line with statutory and regulatory requirements.
- Leading the operational planning, delivery, and evaluation an annual program of events ensuring events are safe, well managed, accessible, and compliant.
- In conjunction with the Coordinator, Events and Festivals leading the development and implementation of event management plans, risk, safety, and emergency management plans for Council produced events.
- In conjunction with the Coordinator, Events and Festivals, responsibility for monitoring allocated budget and expenditure.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Utilising problem solving skills and sound independent judgment within broad goals, policies, and relevant legislation, to ensure the delivery of identified events and festivals outcomes occur within regulatory and budgetary requirements.
- In conjunction with the Coordinator Events and Festivals, make informed recommendations and sound decisions regarding the event permitting, operations, risk and compliance for events and festivals in Hume in line with regulations and recognised standards.

<p>Position Description: For current version refer to HQ. Printed copy for immediate use only. Page 6 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: May 2026</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: May 2027</p>

- Provision of accurate and timely advice and support to management and staff regarding planning and delivery of safe and compliant events.
- Provide specialist advice to support the development of strategic priorities for events and festivals including event policies, infrastructure plans and procedures.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Extensive knowledge of statutory and regulatory compliance issues as they relate to public events and festivals.
- Proficient in operational planning, delivery, and evaluation of events ensuring they are safe, well managed, accessible, and compliant.
- A demonstrated ability to identify, assess, prepare, and implement risk management protocols for events and festivals.
- Demonstrated ability to engage, consult, advise, and work with a broad and diverse range of stakeholders to ensure the successful delivery of events in Hume.
- Ability to work under pressure and prioritise competing tasks in a fast-paced environment.
- Service innovation and application of best practice and continuous improvement methodologies in the management of public events and festivals, with a focus on permitting, operations, risk, and compliance.
- Supporting the development of policies, procedures and plans relevant to the area of responsibility.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Providing direction and support to staff by leading, supervising, and developing staff under their direction to ensure the successful delivery of operational outcomes.
- Proven time management skills including setting priorities, organisation of work and meeting of deadlines in a complex and diverse work environment.
- Well-developed project management skills to ensure that multiple projects, programs and events, are delivered on time, on budget with strong communication to stakeholders.
- Implement relevant legislation including EEO and Occupational Health and Safety, and ensure adherence to legislation, policies, and procedures.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Excellent communication and engagement skills, including the ability to facilitate meetings, develop networks and represent Council positively in relation to event permitting, planning and delivery.
- Excellent written communication skills including the ability to prepare documentation for events and festivals including procedures, plans, reports and correspondence.
- Proven ability to develop rapport and maintain effective working relationships community and commercial event organisers, volunteers, and contractors.
- Demonstrated experience and skill in working with diverse community groups.
- Proven ability to resolve conflict and work collaboratively towards a solution.
- Demonstrated ability to be flexible, innovative, work independently and as part of a team.

<p>Position Description: For current version refer to HQ. Printed copy for immediate use only. Page 7 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: May 2026</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: May 2027</p>

- Ability to work within a large organisation and develop cross functional working relationships to gain cooperation of colleagues and external stakeholders.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in events management (or related discipline), or lesser formal qualifications with substantial relevant experience.
- Significant experience in operational management of major events and festivals including recent, relevant experience in organising and managing public events and festivals and in the implementation of safe working practices in the events industry.
- Extensive experience or significant understanding of permitting requirements for public events, including relevant legislation and regulatory requirements, and the demonstrated ability to communicate these requirements to the public and build their capacity to achieve them.
- Strong project management skills and experience, including planning, delivery and evaluation of projects, events, and festivals.
- Flexibility is required in this role to support the delivery of operational outcomes. This includes a regular requirement to work outside of business hours, including after hours and weekends.
- Current driver's licence.

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools – vibration/powerful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Position Description: For current version refer to HQ. Printed copy for immediate use only. Page 8 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: May 2026</p>
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Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Significant experience in leading the operational and risk management of major events and festivals including recent, relevant experience in organising and managing public events and festivals and in the implementation of safe working practices in the events industry.
2. Extensive experience, or significant understanding, of permitting requirements for public events, including relevant legislation and regulatory requirements, and the demonstrated ability to communicate these requirements to the public, and build their capacity to achieve them.
3. Strong leadership skills, including experience supervising and developing staff under their direction to ensure the successful delivery of operational outcomes.
4. Excellent time and project management skills including demonstrated ability to set priorities, meet time and budget deadlines, and deliver outcomes in a complex and diverse work environment.
5. Working with a customer / community first mindset, demonstrated experience in effectively building community and organisational capacity to deliver successful, safe, and compliant events, including the ability to work with diverse community groups.
6. Current drivers' licence and the ability to work flexibly / outside of regular business hours to support the delivery of operational outcomes.

<p>Position Description: Official or current version refer to HQ. Printed copy for immediate use only. Page 9 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: May 2026</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: May 2027</p>